

PUBLIC LIBRARY OF BROOKLINE



3 1712 01366 6725

Town of Brookline

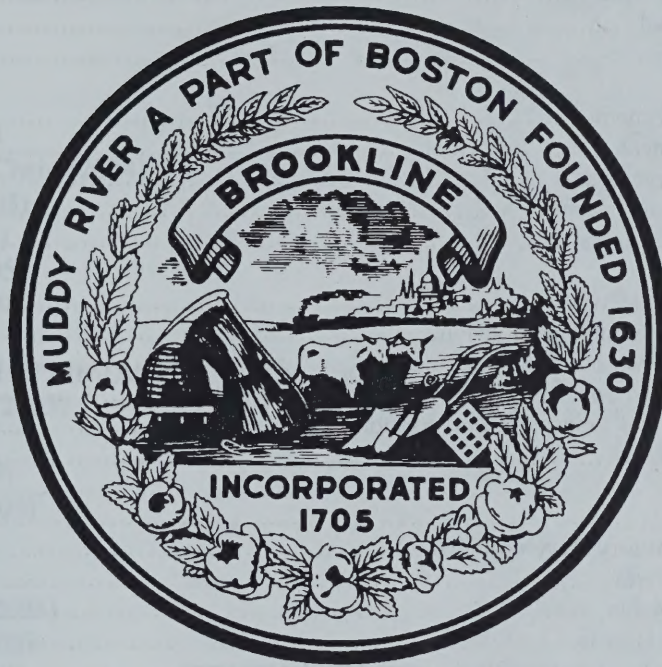
2002
Annual Report



On the Cover:

The Brookline Police Department in front of the newly renovated Public Safety Headquarters Building.

TOWN OF BROOKLINE MASSACHUSETTS



297th Annual Report of the
Town Officers of Brookline
for the year ending December 31, 2002

townofbrooklinemass.com

BROOKLINE PUBLIC LIBRARY

Table of Contents

Coolidge

Pg 474.45

B 81c 2002

Town Officers.....	3
Selectmen.....	10
Town Administrator.....	19
Town Moderator.....	29
Advisory Committee.....	30
Town Meeting.....	32
General Government	
Town Clerk.....	44
Registrars of Voters.....	45
Town Counsel.....	47
Human Resources.....	47
Public Safety	
Police Department.....	49
Fire Department.....	55
Building Department.....	58
Building Commission.....	62
Board of Examiners.....	63
Public Works	
Administration Division.....	64
Highway and Sanitation Division.....	65
Water and Sewer Division	70
Parks and Open Space Division	71
Engineering and Transportation Division	81
Recreation Department.....	86
Public Schools.....	89
Library.....	94
Planning and Community Development.....	97
Planning Division	97
Housing Division.....	102
Preservation Division	106
Community Development Block Grant (CDBG) Program	108
Economic Development Office.....	109
Board of Appeals.....	111
Housing Authority.....	112
Human Services	
Health Department.....	114
Human Relations – Youth Resources.....	119
Broadband Monitoring Committee.....	123
Council on Aging.....	124
Veterans.....	127
Americans with Disabilities Act Transition Team.....	128
Commission for the Disabled.....	129
Brookline Commission for the Arts.....	130
Finance Department.....	133
Comptroller's Division.....	133
Assessing Division.....	133
Information Technology Division	135
Purchasing Division.....	137
Treasury Division.....	139
Retirement Board.....	142
Telephone Directory.....	143
Town Fact Sheet	144

TOWN OFFICERS

for the Municipal Year 2002

Elected Town Offices and Committees

MODERATOR

Edward (Sandy) Gadsby

TOWN CLERK

Patrick J. Ward

BOARD OF SELECTMEN

Deborah B. Goldberg, Chair (2004)

Donna R. Kalikow (2003)

Joseph T. Geller, (2005)

Gilbert R. Hoy, Jr. (2005)

Robert L. Allen, Jr. (2003)

TRUSTEES OF THE PUBLIC LIBRARY

Peter J. Epstein, Chair (2005)

Gary D. Jones (2005)

Karen Livingston (2005)

Gabriela Romanow (2005)

Carl Axelrod (2003)

Mary Firestone (2003)

Kenneth D. Jacobson (2003)

Ellsworth E. Rosen (2003)

Leonard Bernstein (2004)

Dennis P. Geller (2004)

Paul M. Katz (2004)

Roberta S. Winitzer (2004)

SCHOOL COMMITTEE

Marcia M. Heist, Chair (2005)

Nancy Hutchinson Erdmann (2005)

Kevin E. Lang (2005)

Terry Kwan (2003)

Judy Meyers (2003)

Dori Stern (2003)

Helen Charlupski (2004)

Susan L. Senator (2004)

Fred Wang (May 2004)

BROOKLINE HOUSING AUTHORITY

Francis M. Moroney, Chair (2004)

Leslie B. Fabian (2006)

David Trietsch (2003)

Barbara B. Dugan (2005)

Michael Jacobs (2006)

CONSTABLES

Robert L. Allen (2004)

Marvin A. Feinman (2004)

William A. Figler (2004)

Myrna Kahn (2004)

Stanley Rabinovitz (2004)

Appointed by the Moderator

ADVISORY COMMITTEE

Nancy Daly, Chair (2005)

Harry K. Bohrs, V. Chair (2004)

Carla Wyman Benka (2004)

Michael Berger (2005)

Acheson H. Callaghan, Jr. (2003)

Kenneth W. Chin (2004)

Nadine Gerdtz (2005)

L. Branch Harding IV (2004)

Gerard J. Hayes (2004)

Sytske V. Humphrey (2005)

Mary Johnson (2003)

Jonathan Karon (2005)

Estelle Katz (2003)

Frederick Lebow (2003)

Roger R. Lipson (2003)

Pamela Lodish (2005)

Shaari S. Mittel (2003)

Charles Moo (2003)

William B. Powell (2003)

Stanley L. Spiegel (2004)

Ronny M. Sydney (2003)

Leonard A. Weiss (2005)

Karen Wenc (2005)

Neil Wishinsky (2003)

Robin E. Coyne, Budget Analyst

COMMITTEE ON TOWN

ORGANIZATION AND STRUCTURE

Jean D. Berg, Chair (2004)

Betsy DeWitt (2003)

Michael Robbins (2004)

Martin R. Rosenthal (2003)

Robert M. Stein (2004)

Boards and Commissions Appointed by the Selectmen

ADVISORY COUNCIL ON PUBLIC HEALTH

Dr. J. Jacques Carter, Chair (2005)
Elizabeth Hirshom (2005)
Dr. Millie Krakow (2003)
Roberta Gianfortoni (2003)
Kerry McDonald (2004)
Dr. Bruce Cohen (2004)

BOARD OF APPEALS

Diane Gordon, Chair (2005)
Bailey Silbert (2003)
Inid Star (2004)

ASSOCIATE MEMBERS

Sara McCauley Sheldon (2005)
P. Nicholas Elton (2003)
Lawrence E. Kaplan (2003)
Harry Miller (2005)
Murray Schocket (2003)

BOARD OF ASSESSORS

George Moody, Chair (2004)
Harold Peterson (2005)
Mark J. Mazur (2003)

BOARD OF EXAMINERS

Barnett Berliner (2005)
Lou Wilgoren (2004)
Fred Lebow (2003)

BROADBAND MONITORING COMMITTEE

Francine Berger, Chair
Tobe Berkovitz
Edward "Tad" W. Champion
Jack Kettell
Douglas Levin
Al Pisano
Michael S. Selib

BROOKLINE ACCESS TELEVISION

Christopher Crowley, President (2004)
Vera Armen (2002)
Dan Berman (2002)
Bernice Speen (2002)
Gary Jones (2003)
Marvin Lucas (2003)
Barbara Soifer, V.P. (2004)
David Tavenner (2004)
(4) Vacancies (2004)
(1) Vacancy (2005)

BROOKLINE COMMISSION FOR THE ARTS

Mika Hornyak, Co-Chair
Sara Rosenfeld Dassel, Co-Chair
Diane Berk
Marilyn Berliner
Mark Favermann
Alan Fisch
Margaret Hogan
Bruce Kinch
Moni Oolyinghai
Jan Schrieber

BROOKLINE COMMISSION FOR WOMEN

Maura McAvoy, Chair (2003)
Karen Katz (2002)
Jan Canavan (2002)
Denise Langabeer (2003)
Gloria Perugini (2003)
Amy Lampert (2004)
(1) Vacancy (2004)
(3) Vacancies (2003)
(2) Vacancies (2005)

BUILDING COMMISSION

Janet Fierman, Chair (2003)
Louis Wilgoren (2005)
George Cha (2003)
George Cole (2004)
Kenneth Kaplan (2004)

CELEBRATIONS COMMITTEE

Marge Amster
Richard Bargfrede
Maureen Carter
Kenneth Carter
Deborah Cohen
Polly Cornblath
A. Thomas DeMaio
Jeannette Doetsch
Richard J. Kelliher
Robert Lynch
Chou Chou Merrill
Michael W. Merrill
Betty Moylan
James Nickerson
William Riley
Melvin Ritter
Peter Scott
Ronny Sydney

Barbara Tynan
Ben Vivante

COMMISSION FOR THE DISABLED

Robert Sneirson, Chair (2004)
Renee Mantel Albert (2005)
James Kinsellagh (2005)
Selectman Gilbert R. Hoy (2005)
Jutta Von der Mosel (2003)
Melvin Ritter (2003)
Bernard Gollis (2004)
(1) Vacancy (2005)
ASSOCIATE MEMBERS
James Peters (2003)

CONSERVATION COMMISSION

Adam Kahn (2005)
Werner Lohe (2005)
Kate Bowditch (2003)
Robert Schnoor (2003)
Joanna Wexler (2003)
Randolph Miekielejohn (2004)
ASSOCIATE MEMBERS
Joan Fried, Vice Chair
Keith Beasley
Susana Lannik
Marian Lazar

COUNCIL ON AGING

Agnes Rogers, Chair
Miriam Sargon, Vice-Chair
Eleanor Bart
Irvin Finn
Elizabeth Kirsten
Anatoly Rakin
Evelyn Roll
Bernice Rosenbaum
Sally Rotman
Dorothy Wolfson
Sy Yesner

ECONOMIC DEVELOPMENT ADVISORY BOARD

Robert I. Sperber, Co-Chair (2004)
Jim Zien (2005)
Ben Birnbaum (2003)
Anne Meyers (2003)
Alden Raine (2003)
James R. Shea, Jr. (2003)
Kenneth Lewis (2004)
Thomas Nally (2004)
Paul Saner (2004)
Donald A. Warner, AIA (2004)
(1) Vacancy (2005)
Peter Nostrand (2005)

HOLOCAUST MEMORIAL COMMITTEE

Regina Barshak, Co-Chair
Leon Satenstein, Co-Chair
Christopher J. Crowley
Barbara Helfgott-Hyett
Benjamin Jacobs
Mimi Krant
Evelyn Mordechai
Reizel Polak
Joan Sax
Ronny Sydney
Benjamin Varon

HOUSING ADVISORY BOARD

Roger Blood, Chair (2003)
Amy Anthony (2005)
Kathryn Cochrane Murphy (2005)
Kathy Spiegleman (2004)
Leslie Fabian - Housing Authority Rep.
Ken Goldstein - Planning Board Rep.
Joan Lamphier - Tenant Rep.

HUMAN RELATIONS/YOUTH RESOURCES COMMISSION

Susan Edwards, Chair (2004)
Dr. Edward Wang, Vice-Chair (2004)
Sandra Bakalar (2005)
Assunta Cha (2005)
Carolyn Devore Parks (2005)
Agnes Rogers (2005)
Reverend George Chapman (2003)
Marc Jones (2003)
Harold Koritz (2003)
Rita McNally (2004)
Captain Peter Scott (2003)
Alan Cohen (2004)
Leslie Fabian (2004)
Lena Wong (2004)
(1) Vacancy (2004)
ASSOCIATE MEMBERS
Betty Chan
Nancy Erdmann
Sandra Kostetsky
Enid Shapiro
Abby Tatel
Karen Fischer

HUMAN RESOURCES BOARD

Frances Shedd-Fisher, Chair (2004)
Kenneth V. Kurnos (2005)
Jacqueline J. Young (2003)
Edward DeAngelo (2004)
Randall E. Ravitz (2003)

**INFORMATION TECHNOLOGY ADVISORY
COMMITTEE**

Geoff Cohen
Peter Groustra
David Kula

PARK AND RECREATION COMMISSION

John Bain, Chair (2004)
Nina Brown (2005)
Nancy O'Connor (2005)
Mary Dewart (2003)
Robert Simmons (2003)
Nancy Madden (2004)
Katherine Link (2005)

PLANNING BOARD

Jerry I. Kampler, Chair (2006)
Mark J. Zarrillo (2007)
Linda Hamlin (2003)
Kenneth M. Goldstein (2004)
Stephen Heikin (2005)

PRESERVATION COMMISSION

Maurice Childs, Chair (2005)
Dennis DeWitt (2003)
Shanti Anderheggen (2003)
Sheri Flagler (2003)
Dr. Gary Gross (2004)
Wendy Ecker (2004)
ALTERNATES:
Elton Elperin (2003)
William Rizzo (2004)
Emily Livingston (2004)
George Garfinkle (2004)

REGISTRARS OF VOTERS

Franklin Kartun, Chair (2003)
Linda Golburgh (2003)
Andrew J. Mcllwraith (2004)
Patrick J. Ward, Ex Officio

RETIREMENT BOARD

Fred A. Taub, Chair (2003)
Joseph P. Duffy (2002)
James Riley (2002)
Stephen E. Cirillo (2006)
Judith Haupin - Ex-Officio

SOLID WASTE ADVISORY COMMITTEE

Matthew Cassis (2005)
Carle M. Berle (2003)
Elsa Gontrum (2005)
Elaine McGinn (2004)
Nicola Moscofu (2005)
(2) Vacancies (2003)

TRANSPORTATION BOARD

Fred Levitan, Chair (2005)
Faith Michaels (2003)
Michael Sandman (2003)
Kathy Jonas (2004)
Robert Sloane (2004)
Abigail Swaine (2005)

TREE PLANTING COMMITTEE

Corliss Engle, Chair (2004)
Hugh Mattison, (2003)
Marjorie Greville (2005)

TRUSTEES OF WALNUT HILL CEMETERY

Abbe Cohen, Chair (2005)
Katharine Begien (2005)
Dorothy Baldini (2003)
Mary Harris (2003)
Donalda Hingston (2004)
Joslin Ham Murphy (2004)

Miscellaneous Appointments

AGENT FOR MANAGEMENT OF REAL ESTATE

John T. Mulhane

CIVIL DEFENSE DIRECTOR

John E. Spillane

FENCE VIEWER

Peter Ditto

INSPECTOR OF ANIMALS

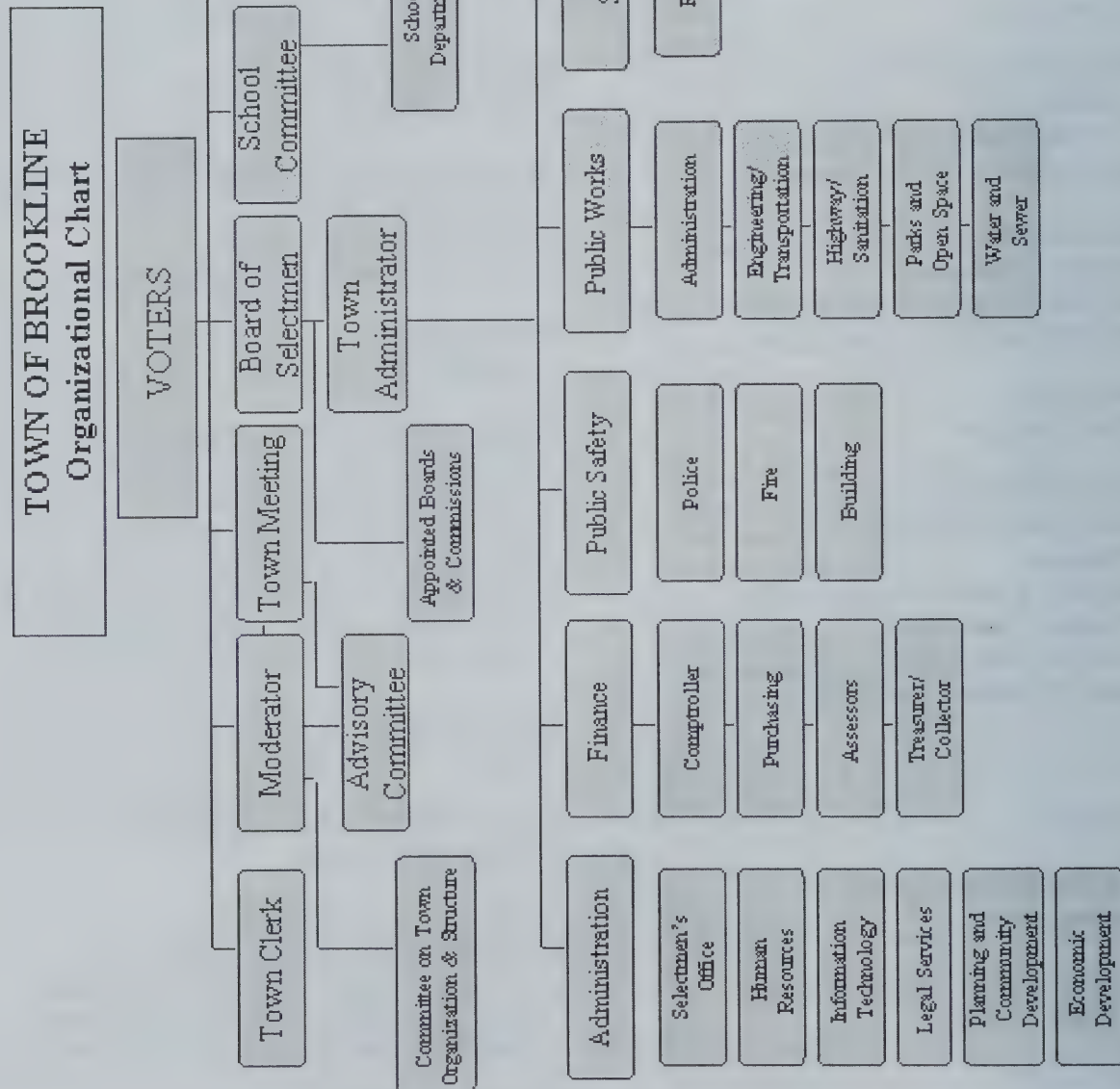
Dr. Herbert S. Carlin

INSPECTOR OF PETROLEUM

John E. Spillane

INSPECTOR OF WIRES

Theodore Steverman



BOARDS/COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN

Planning/ Development	Administration and Finance	Public Works	Cultural/ Leisure Services	Human Services
Board of Appeals	Board of Assessors	Conservation Commission	Broadband Monitoring Committee	Advisory Council on Public Health
Board of Examiners	Human Resources Board	Solid Waste Advisory Committee	Brookline Access Television	Commission for the Disabled
Building Commission	Registrars of Voters	Transportation Board	Celebrations Committee	Commission for Women
Economic Development Advisory Board	Retirement Board	Tree Planting Committee	Brookline Commission for the Arts	Council on Aging
Housing Advisory Board	Information Technology Advisory Committee	Trustees of Walnut Hills Cemetery	Park and Recreation Commission	Holocaust Memorial Committee
Planning Board				Human Relations Youth Resources
Preservation Commission				

SELECTMEN'S ANNUAL REPORT

On June 16, 2002 much of what is wonderful about the Brookline community and its Town government came together when the Flag Day Parade culminated in the dedication ceremony of the new Public Safety Headquarters. On a bright Sunday afternoon the spirit of Brookline was perfectly matched with the commitment of the Town to fulfill its obligations for generations to come. As noted in the Dedication Statement of Chairman Deborah Goldberg:

"It is impossible to thank everyone involved in making this Public Safety Building such a success. Literally, hundreds of people had a direct hand in its

development – fire and police personnel from all ranks, countless citizens, Commissions, and professional staff.

The Town has been committed to a phenomenal level of capital improvements in recent years: the new Lincoln School; the Heath and Baker School renovations; the new DPW Service Center on Hammond Street; the Senior Center; the Main Library Restoration; and the biggest of them all the \$44 million renovation of the High School. The High School and Lincoln School projects were generously supported by the taxpayers of this community through two separate Proposition 2 ½ debt exclusions.



Board of Selectmen – Richard J. Kelliher (Town Administrator), Gilbert Hoy, Deborah Goldberg, Chairman Donna Kalikow, Joseph Geller, Robert Allen

Ultimately, these structures themselves are an essential means to a vital end. It is the men and women – the teachers, DPW employees and in this case public safety professionals who make the difference. They are the ones who educate, serve, and protect our families.

Today's events – the Flag Day Parade and this Building Dedication – are celebrated with the memory of the horror and heroism of September 11. Though we will never forget that day of destruction, on this day we celebrate this new facility as an expression of our community's hopes, aspirations, and commitment to sustaining the very best of what this nation promises for the future."



Public Safety Headquarters Dedication

The spirit and commitment of the Town of Brookline were continuously challenged in 2002. Increasing budget pressures not only required special actions to preserve existing basic services, but also required specific steps to avoid compromising strategic planning efforts. In the future, the Town's ability to undertake projects like the new Public Safety Building during budget crisis will be based on the capacity to sustain long-range planning for finances, capital improvements, and land use.



New Recruits

Throughout 2002 the Board of Selectmen continued the commitment to the Comprehensive Plan process, Fisher Hill Plan, St. Aidan's Project, Zoning By-law review, Muddy River Restoration project, and Landfill closing. These and other initiatives are essential for a balanced approach to development that expands the tax base, preserves open

space, and provides affordable housing. At the same time, persistent budgetary stresses in 2002 reinforced the importance of the all-inclusive Financial Plan, Long Range Financial Forecast and Capital Improvements Program.

ANNUAL OBJECTIVES


Each year the Board prescribes actions in the context of long-term planning through the List of Objectives published in the annual Financial Plan. The Objectives stipulated for FY2003 constitute the work plan for the Board of Selectmen for the Fiscal Year. The FY03 Objectives were developed in January 2002 and underwent a detailed formal review before being adopted in the Financial Plan.

1. **Financial Management and Aaa Credit Rating.** The Town Administrator's Annual Report reviews the Board's Fiscal Policies in great detail. Because of strict adherence to the policies, the Board is pleased to report that the Town's Aaa credit rating was renewed in 2002. Only 12 of all the governmental entities in the Commonwealth of Massachusetts including all 351 cities and towns, enjoy this highest rating.

Clearly the budget challenges that emerged in 2002 are the most immediate financial concern for the Town. However, the Board also oversaw several actions in 2002 to address key structural concerns for the Town's long term financial viability. On July 23, 2002 the Board received a report from the Retirement Board concerning the adverse impact the down market has had on Retirement System investments. The Selectmen endorsed a plan to extend the schedule to fully fund the system from 2018 to 2023. Without this action the Town's FY04 appropriation to fund the Retirement System would have needed to be much greater than the 7.5% or \$600,000 proposed increase.

On July 23, 2002 the Board received an updated actuarial report concerning the Town's "unfunded post retirement benefit obligation." This liability is primarily due to retiree group health benefits. The Report indicated that the Town's unfunded obligation in this area has grown to \$118 million, up from \$96 million just four years ago. Brookline is one of the very few municipalities that has established a special fund for this purpose and in 2002 the Board once again recommended the allocation of funds for this purpose. With the appropriations proposed in FY04, the fund balance is expected to reach \$4 million.

Water /sewer rates continue to climb at a pace ahead of inflation. This trend was exacerbated in FY03 when the State eliminated a \$60 million debt relief appropriation that had been in effect to offset MWRA assessments for debt incurred for the Boston Harbor Cleanup and other major capital projects. The Board voted a plan to defer these increased costs for Brookline ratepayers until July 1, 2003. Fortunately, it appears that this increase will be closer to 3%-4% than the 7%-8% originally anticipated.

 FY2004 PROGRAM BUDGET PROGRAM GROUP ADMINISTRATION AND FINANCE	PROGRAM SUMMARY PROGRAM SELECTMEN
FY2004 OBJECTIVES <ol style="list-style-type: none"> 1. To continue adherence to the Financial Improvement Program and formal Fiscal Policies in order to retain the Town's Aaa credit rating. 2. To devise and implement budget cutback strategies in anticipation of major local aid cuts, such as the recently instituted hiring freeze, that are timely, flexible, preserve basic services, and maintain essential personnel to the fullest extent possible. 3. To conduct a comprehensive review of Town fees and fines to ensure that rates are set at appropriate levels. 4. To work collaboratively with the Brookline Legislative Delegation for: preservation of Local Aid; Beacon Street Funding; Muddy River funding; housing resources; and support to cope with local aid cuts, such as new local option taxes, relief from costly mandates, and improvements in the administration of local government. 5. To continue emphasis on emergency preparedness by providing high profile support for the Emergency Management Team and adequate resources for identified needs. 6. To continue effective oversight of capital projects already underway: Lawrence School, the Muddy River Restoration, open space projects, and street and sidewalk replacement. 7. To ensure the implementation of capital projects still in planning: Driscoll School, Beacon Street, Fisher Hill Reservoir Re-Use, Landfill Closing / Re-Use, and the Train Building (Health Dept.)/Town Hall renovations. 8. To ensure that the following strategic planning initiatives are carried out in a coordinated and timely fashion: Comprehensive Plan, Zoning By-Law Review, and Recreation Vision. 9. To continue proactive planning for private economic and/or housing development opportunities, such as the re-use of St. Aidan's Church, that strive for the most effective balance of housing, open space, neighborhood, and community concerns. 10. To advance the preservation and production of affordable housing that will serve a diverse population and provide mixed-income housing opportunities throughout Brookline by: <ul style="list-style-type: none"> - augmenting contributions to the Affordable Housing Trust based on the adopted Free Cash Policy; - utilizing available Town funds to leverage additional public and private resources; and - supporting the efforts of Town staff, Housing Advisory Board, Housing Opportunities Task Force, Brookline Improvement Coalition, Brookline Housing Authority, and other public, private and not for profit interests committed to providing affordable housing; 	FY2004 OBJECTIVES (con't.) <ol style="list-style-type: none"> 11. To continue to take all possible steps to avoid further erosion of the Town's tax base by tax-exempt organizations. 12. To sustain support of commercial areas through promotional events, celebrations, construction mitigation, and streetscape improvements. 13. To ascertain, through the Comprehensive Plan, whether parking deficits necessitate consideration of expanded parking capacity. 14. To complete the negotiation of equitable collective bargaining agreements, within the Town's ability to pay, for all contracts expiring on June 30, 2002 and June 30, 2003, including terms reflective of town management objectives. 15. To review budget practices for funding capital equipment in accordance with the mandate of the 1994 Override. 16. To continue implementation of the IT Strategic Plan. 17. To oversee the orderly transition of Senior Management positions of Finance Director, Deputy Town Administrator, and Assistant Town Administrator. 18. To monitor non-emergency overtime in Police, Fire, and DPW to avoid end of year transfers. 19. To investigate opportunities for the reorganization of the public safety command structure. 20. To work with the Human Resources Department to institute professional development programs for Department Heads and middle management. 21. To maintain a program of aggressive monitoring of Comcast (AT&T) and RCN performance under Cable Television licenses. 22. To establish the Underground Wire Committee and ensure a report on a timely basis. 23. To establish an Assessment Practices Committee to review methods for communicating with the community at large and individual taxpayers concerning taxation practices. 24. To establish a planning oversight committee for "Brookline 300" that will develop themes for the Tricentennial Celebration; coordinate community participation; and identify potential fund-raising opportunities. 25. To continue emphasis on handicapped accessibility, with particular attention paid to the re-establishment of the ADA Transition Team. 26. To continue the program established in 2002 for training board and commission members. 27. To review public meeting notice procedures for all Town Boards and Commissions.

A majority of the Board opposed the adoption of the Community Preservation Act which Town Meeting decided not to present to the voters as a ballot question. The Board cited concerns about viability of the State's funding commitment along with pointing to the likely need to preserve Town revenue capacity in order to cope with cutbacks in the existing revenue base necessary for preserving essential services.

2. **Advocacy for General Local Aid and Project Specific Assistance** – The Town has been extremely active in the intensifying struggle over Local Aid. The Board has formally written to the Governor and the Legislative leadership on several occasions to preserve assistance for vital health, education, and safety services. Regular meetings and other communications with the Town's legislative delegation have occurred. Ultimately, despite a dire warning of a 10% across the board local aid cuts for FY03, only one category (Additional Assistance) was reduced by 6% or \$300,000. Unfortunately, as described in the Town Administrator's Report, an unprecedented mid-year Local Aid cut in the amount of \$757,000 was imposed. Again, this loss was not as great as originally anticipated.

Encouraging indications were received from the Army Corps of Engineers concerning Federal funding for the \$90 million Muddy River Restoration Project. The Corps seems to concur that Federal involvement is warranted for at least the flood control aspects of the project. On the basis of the indications, the Selectmen wrote in April, 2002 to Secretary of Environmental Affairs Robert Durand to propose an increase in the Town's total commitment to the project to more than \$2 million. Also, the Mass Highway Department confirmed in September 2002 that \$7 million would be available for the Beacon Street project.

3. **Emergency Preparedness** - During the course of 2002 the Board was regularly updated on the activities of the Emergency Management Team. Both long term plans and immediate actions in response to existing conditions were reviewed. For example, the Police Command met the leadership of all congregations in Town to review security requirements for High Holyday observances. Crisis communications, preventative patrols, and emergency response were reviewed in detail.

In January, 2002 the Board authorized the expenditure of \$195,526 from a FEMA reimbursement account for equipment and other emergency preparedness needs. For the first time, Brookline Police were provided with protective masks; decontamination equipment was allocated to the Fire Department; and funds were made available for the design of an emergency communications center.

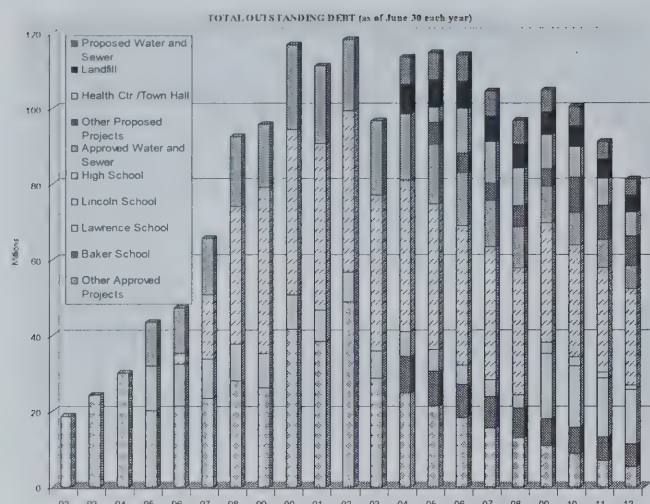


Town employees in table top exercise for Town Hall (photo courtesy of Keith E. Jacobson, Brookline TAB)

A second Table Top exercise was conducted in June. The exercise involved 25 personnel from public safety, education, and town departments. The scenario centered on the discovery of white powder in Town Hall mail. Through this exercise, Brookline's public safety team and other officials were able to simulate a rapid response to an emergency situation.

- 4&5. **Capital Improvements** – The Capital Improvement Program (CIP) continued to address the Town's backlog of capital needs. On June 4, 2002 the Board awarded a \$12 million contract to Sciaba construction for the renovation of the Lawrence School. The Selectmen joined the Library Trustees in the grand re-opening of the Main Library after completion of the \$13 million restoration project. Planning for the closing and re-use of the Newton Street Landfill continued in collaboration with an active Citizen's Advisory Committee. The Committee presented a series of project guidelines to the Board in January, 2003.

Overall, the Town's CIP is proceeding in a well planned, deliberate fashion. However, the Town must remain mindful of the extent of its debt obligations as a fixed cost that must be addressed for years to come. In FY92 the Town's outstanding debt was less than \$20 million. In FY03 it approached \$120 million. Attention must continue to be paid to the Fiscal Policies that govern the Town's management of this substantial obligation.



6. Strategic Planning – The Town’s strategic planning efforts continue to be carried out through the Comprehensive Plan and Zoning By-Law Commission. In addition, the Board has been intensively involved in major community development projects such as St. Aidan’s redevelopment, Fisher Hill Master Plan, and Landfill capping and re-use. Detailed summaries of actions taken in these areas are presented elsewhere in this Selectmen’s Report and in the Report of the Department of Planning and Community Development.

7. Collective Bargaining – On April 23, 2002 the Board voted to approve a two year agreement with AFSCME Local 1358, which represents 342 employees from the labor force, administrative staff, and non-management professionals. The agreement provided for a 3% general wage adjustment in FY03 and 2% in FY04. It also included important language concerning group health and position grading for the labor force.

The Agreement also set a benchmark against which bargaining with other units could be compared. In October, a settlement was reached with the Police Union Local 1959 of the AFL-CIO for a one-year 3% wage adjustment. This agreement also includes language changes covering several important items such as deployment of defibrillators in cruisers and performance evaluations. A final settlement with the Firefighters Local 950 was not reached in 2002.

8. Mid-Management Pay Plan and Classification Study – In the immediate aftermath of Proposition 2 ½, much of the mid-management in Town Departments was eliminated. In the subsequent decades this capacity has been gradually restored providing the Town with greater planning, supervisory, and promotional capacity. In keeping with Fiscal Policies, the restoration of mid-management capability was accomplished without expanding the overall size of the workforce.

Upon the recommendation of the Human Resources Department, the Board approved a contract with MMA Consulting Group to conduct a mid-management pay and classification study. The purpose of the study was to bring greater coherence and equity among mid-management positions that had reemerged on an incremental basis over the prior decade. The study was concluded in the summer of 2002 and will be implemented on July 1, 2003 within the FY04 Financial Plan.

9. Tax Exempt Properties – In 2001 Boston University sought over \$300,000 in property tax abatements on commercial properties it owns on Commonwealth Avenue. About two-thirds of the abatement value was predicated upon tax exemption claims rather than a dispute over valuation.

Chairman Goldberg and Selectman Kalikow, along with the Town Administrator and Finance Director, met with the Executive Vice President of Boston University and his staff on March 6, 2002. The Town representatives explained that the tax exemption claims of Boston University were contributing directly to the erosion of the Town’s commercial tax base. Although the Town has not yet been successful in developing a formal agreement with B.U. on this matter, no additional exemption abatements have been sought by the University since 2001.

The Selectmen are also concerned that other areas of the commercial tax base could be diminished by an increase in other property tax exemptions. The Assessors have identified \$2 million in commercial property taxes potentially at risk in several properties throughout the Town whose occupancy is becoming increasingly dominated by medical groups. For example, 202 Washington Street, which for years was the site of food and entertainment establishments, has become tax exempt because it is now occupied by a medical practice affiliated with a nearby hospital. As a result, about \$700,000 in scarce commercial property value has been lost and the concomitant tax levy shifted to the residential tax base.

10. Affordable Housing

- \$311,225 in Free Cash was appropriated to the Affordable Housing Trust Fund with the Trust Fund balance reaching a high point of \$3,729,877.
- On September 10, 2002 the Board voted unanimously to commit \$1.1 million to Caritas Communities for the renovations of the former lodging house at 1876 Beacon Street.
- On December 4, 2001, the Board voted unanimously to commit a \$1 million loan to Hebrew Rehabilitation Center for the Aged for the preservation of more than 300 affordable elderly units at 100 Centre Street, 112 Centre Street, and 1550 Beacon Street.

- On August 6, 2002 the Board voted unanimously to accept the Design Advisory Team recommendation for the proposed housing development at St. Aidan's Church by the Archdiocese of Boston and to commit more than \$2.5 million to support the development of more than 50 affordable units on that site.

11. IT Strategic Plan – As part of the FY03 budget, the Board of Selectmen voted to establish an enterprise-wide IT Department that would encompass Town and School Technology operations. This reorganization was the outcome of a one-year strategic study conducted with Pacific Technologies, Inc. of Seattle, Washington. In addition to recommending the consolidation of Town and School operations, the study proposed the creation of a multi-year Technology funding plan and the establishment of a Chief Information Officer position. On June 4, 2002 the Board voted unanimously to authorize the hiring of a CIO. A School-Town Screening Committee was established and more than 100 applications were received. In August, it was decided to re-advertise the position and more than 400 resumes flowed in. From this second round of screening the final candidate for the Town's first CIO was identified and appointed.

12. Utilities/Energy – The Selectmen continued aggressive monitoring of the program to re-build the electric power distribution system in areas where there had been critical service failures. NSTAR and the State Department of Telecommunications and Energy appeared before the Board on May 14, 2002 to provide a formal progress report. This action was buttressed by several working meetings throughout the course of the year involving all of the key participants.

On the electric power procurement front, 2002 was the last full year of the Town's participation in the highly successful Power Options program sponsored by the State Health Education Financing Authority (HEFA). Over the duration of the five-year program, it is projected that the Town will have saved more than \$1 million in electric power costs. In anticipation of the five-year contract expiration in March 2003, the Board approved a contract with BayState Consulting to assist with electric power procurement. Unfortunately, turmoil in global markets have driven up electricity prices to the point where it has not been advisable yet to enter into a multi-year electric power supply contract. After the expiration of the Power Options contract, the Town moved to default pricing which fortunately is at one of its lowest points since deregulation was enacted in 1997. However, intense efforts continue to secure a supply contract for July 1, 2003 in order to avoid a major increase in default pricing expected by that date.

13. Commercial Area Support – The Board continued active support for the Commercial Areas Committee, 1st Light Festival and other initiatives important to this community's well being. On October 22, 2002, the Board received a formal update on commercial area conditions through the first ever "State of Brookline Business Report". The Report was jointly presented by the Town's Economic Development Office and the Brookline Chamber of Commerce.

14. Parking Management – On February 5, 2002 the Selectmen held a public hearing on a revised parking fine schedule which was to be adopted after the enactment of Special Legislation in the previous year to lift the ceiling on the Town's rate structure. The Board voted in June 11, 2002 to institute the new fine schedule effective September 1, 2002.

When the revised fine schedule went into effect it was accompanied by expanded capacity and parking enforcement staff which included the deployment of hand-held ticketing devices.

Overall ticket volume had been expected to decline with the implementation of the increased fine schedule. However, in part because of the increased enforcement capability, a decline did not occur. While certain violation categories have dropped – most noticeably overnight parking violations – overall issuance has actually increased.

15. Sidewalk Replacement Policy – On April 30, 2002 the Board unanimously adopted a Sidewalk Replacement Policy. A formal study undertaken during the prior year found that 40% of the Town's sidewalks were in poor condition or worse. In response, the Policy adopted by the Board anticipates a 10-year program to bring town sidewalks up to acceptable standards. To reach this \$2 million goal, a 10-year program of \$200,000 annual appropriations was adopted. In addition to funding commitments, the Policy also addressed materials (concrete/hot top/stone); concrete coloration; prior conditions; and betterments.

16. Cable Television Licensing – The Board was extremely active in this area, initiating breach of license proceedings for both AT&T Broadband and RCN. Selectman Gil Hoy represents the Board on all Cable Television matters. On April 30th the Board formally issued a determination of breach against AT&T Broadband, based upon the recommendation of the Broadband Monitoring Committee. The breach determination was eventually addressed after two subsequent appearances by AT&T Broadband officials in regard to the license transfer to Comcast. Among the conditions imposed through the approval of the license transfer were requirements for AT&T to (i) fund a signal ingress study; and (ii) retain a video engineer for access television purposes. Also, in June, 2002 the Board approved a three year

extension of the AT&T License (to be eventually acquired by Comcast) for three years through June, 2005.

In November, 2002 the Board held a public hearing concerning a determination of breach by RCN for not fulfilling its license obligations for the establishment of the subscriber network. Selectmen Hoy chaired this hearing. Eventually, the Board voted in early 2003 to provide six months to RCN to report on agreed targets for increasing the subscriber network. RCN is to report monthly on the number of additional households connected to its network; the cost of these additional installations; and the number of subscribers denied service because of excessive installation costs.

17. **Overtime and Reserve Fund Transfers** – In FY02, a \$7,000 Reserve Fund transfer was required to balance the Fire Department's budget. This was the result of a overtime deficiency which was caused, in most part, by excessive sick leave use. No overtime-related Reserve Fund transfers were needed by any other town department. Unfortunately, the Fire Department sick leave utilization and corresponding overtime spending have not improved. It is projected that a Reserve Fund transfer in the magnitude of \$100,000 will be needed in FY03. No other overtime-related Reserve Fund transfers are projected.

18. **Brookline 300 and PGA Championship** – In 2001 the Town entered into discussions with The Country Club about its plans to host the PGA Championship in 2005. Discussions involved logistics, safety preparations, and consideration to the Town as host community. After an initial meeting with the PGA on these matters in January 2002, the PGA and TCC mutually agreed to terminate their contractual agreements for this event in Brookline.

Planning for Brookline 300 is now getting underway. The official date of the Town's Tercentenary Anniversary is November 13, 2005. The Board has designated Selectman Robert Allen to initiate this effort. Preliminary considerations of issues such as theme, program activities, fundraising and other essential components to any wide scale public celebration are now underway.

19. **Commission for the Disabled** – On June 25, 2002 the Board acted to re-establish the ADA Transition Team along the following lines:
Selectman Gilbert Hoy, Chairman
Stephen Bressler, ADA Coordination
Thomas DeMaio, DPW Commissioner
James Nickerson, Building Commissioner
Joslin Murphy, Associate Town Counsel
Robert Sneirson, Chairman, Commission for Disabled
Dr. Alan Balsam, Health Director
Greer Hardwicke, Historic Preservation Commission Architect (Citizen Member)

Assistant Superintendent of Schools for Pupil Services Co-Chair, Special Education Parents' Advisory Council 3 Citizen Members. The Transition Team appointment followed an extensive review by the Board of the Massachusetts Office of Disability and subsequent report on its accessibility at Brookline High. After the report was received earlier in the year by town departments, it was assessed and appropriate implementation strategies were developed. The town departments identified approximately \$28,000 in remediation work involving handrails, relocation of a fire alarms box, carpet removal, re-orientation of exits, and other items

20. **Alcohol Beverage License Enforcement** – The Board has stressed the importance of local establishments not serving alcohol to minors by endorsing a "sting" program of the Brookline Police Department. Starting on December 10, 2002 the Board initiated proceedings for alleged violations by four establishments as a result of the program. The police actions had been carried out in August. While license suspensions were imposed in some instances, the Board's ultimate objective is to ensure compliance. The Board insisted that violators maintain formal protocols for serving or selling alcohol, for staff training, and for monitoring operations.

21. **Public Process for Capital Projects** -- In response to Article 10 of the 2001 Annual Town Meeting Warrant, the Selectmen formed a Committee to address Public Process for Capital Improvements. The Committee Members were Selectman Donna Kalikow, School Committee member Helen Charlupski, Library Trustee Gary Jones, Building Commissioner Janet Fierman, and Citizen member Ponnie Katz.

The Committee presented an interim report to the Board on June 25, 2002. The presentation reviewed a proposed draft process for major capital projects and a flow chart documenting the procedures the Town currently utilizes to carry out projects from beginning to end.

Among other recommendations, it was proposed that major projects be guided by a Project Review Committee. The composition of such committees would include representatives from the Selectmen, Building Commission, and User Agency, along with representatives from the neighborhood, user agency staff, and relevant boards and commissions



Flag Day Parade

22. Diversity - As described by the Human Relations/Youth Resources Commission later in this Report, the Town continued its efforts in 2002 to express its commitments to the various communities that live in Brookline. The 14th Annual Martin Luther King Celebration was conducted. The 9th Annual Asian American Festival was held. And, the Russian American Festival was held for the fifth consecutive year. In addition, indicative of the Town's determination to protect its vibrant diversity, the Town was certified as a NO PLACE FOR HATE community. The No Place For Hate Program is co-sponsored by the Anti-Defamation League and the Massachusetts Municipal Association. Its purpose is to ensure that local governments are equipped to respond, if not preempt, the unfortunate instances of hate crimes that have become all too frequent in recent years.

OTHER ACTIVITIES

Calendar year 2002, which marks the 297th year of Brookline as an incorporated municipal entity, brought many, many other occasions that reflect the history, character, and future of the Town. During 2002, the Board adopted Resolutions ranging from honoring retired District Court Clerk John Connors, to acclaiming the Super Bowl Champion New England Patriots. Most poignant were the actions of the Board mourning the loss of Former Selectman Louise Castle and Park and Recreation Commission stalwart Daniel Ford.

Louise Castle was the first woman ever elected to the Board of Selectmen. The Board recognized her on January 29, 2002 through the following Resolution:

It is with deepest regret that we, the members of the Board of Selectmen, record the death of

Louise M. Castle
On
Sunday, January 13, 2002

WHEREAS, in 1960 Louise M. Castle was the first woman elected to the Board of Selectmen and in 1968 was unanimously chosen as Chairperson; and

WHEREAS, she served on the Board of Selectmen for nine years and distinguished herself as a force for centralizing town government, and as an advocate for professional planning; and

WHEREAS, she also Chaired the League of Women Voters in 1951; served on the Advisory Committee 1958-1959 and the Council on Aging 1970-1978; and;

WHEREAS, in addition to her duties as Selectman and her lifelong civic responsibilities she was a devoted wife to William R. Castle, M.D. and a loving mother to her children William and Anne; and

WHEREAS, an outstanding citizen of sterling character, sincerity of purpose, and considerable achievement has been taken from our midst, and in our desire to record our heartfelt appreciation of her substantial contributions to her beloved community;

BE IT THEREFORE RESOLVED, that we, the undersigned members of the Board of Selectmen, on behalf of the citizens of Brookline, extend our deepest sympathy to the family of Louise M. Castle and let them know that she will be greatly missed by all.

The Town was stunned by the sudden and tragic loss of Dan Ford, a longstanding member of the Park and Recreation Commission who passed away in October just after being interviewed by the Board for re-appointment for his 12th term on the Commission. Chairman Goldberg marked his passing with the following comments made after several of his Commission colleagues were appointed on November 26, 2002:

"Many of you know we lost Dan Ford who was on the Park and Recreation Commission for 32 years. These are bittersweet appointments. I want to recognize this moment and thank all the people who applied. That would have made Dan pleased to know so many people are interested in both recreation and parks. He said 'I came on a rec. guy and now I am a parks guy'. We are thinking about you Dan."



Dan Ford with Selectman Donna Kalikow

The entire community also mourned the loss of Roger Stern, whose enduring legacy to the Town is found in several hundred desirable affordable housing units for the elderly. Selectman Kalikow spoke not only for the Board, but for all who knew him when she was privileged to eulogize him at his funeral service.

"Roger Stern was an entrepreneur and a visionary. In the early 1970's he was on the Affordable

Housing Committee for the Town – an issue that is still acute and ongoing in this town. It became apparent to him that there was a solid need for affordable housing for seniors. Rather than simply talking about it, he set out to make it happen. In spite of intense opposition, he secured the property locations, negotiated the intricate financing between governmental and private sources and deftly navigated the political support for the first mixed –income housing for seniors in our state. Today hundreds of our senior citizens live safely, comfortably and affordably at 100 Centre St., 112 Centre St., and 1550 Beacon St.”

CONCLUSION

Throughout 2002 it was demonstrated time and time again that strong citizen participation, combined with capable professional management, a dedicated workforce, and collaborative strategic planning, determine the extent of progress the Town can achieve. The Board of Selectmen extends its deepest appreciation to the hundreds of individuals who contribute immeasurable talents and incalculable hours to the well-being of the Town. The Selectmen are especially grateful to those who serve on our extraordinarily active Boards and Commissions.

The Board also takes special note of the exceptionally high caliber of our Town Administration. The skills and commitment of our Department Heads are as strong and deep as those of anywhere in Massachusetts local government. The Selectmen were quite pleased to have had the recent opportunity to re-appoint the Town Administrator to another full three year term. In these turbulent times, when the importance of acting strategically can not be more strongly emphasized, it is essential to ensure the kind of dynamic steadiness that has been the hallmark of the Town Administration.

TOWN ADMINISTRATOR



Town Administrator and Senior Management Team

To a far greater extent than any year since the override was adopted in 1994, financial and budgetary issues dominated the agenda of the Town Administration in 2002. Ultimately, the Town's financial position was stable for the duration of 2002. Our operating budget remained in balance; the Capital Improvement Program (CIP) continued to address the backlog of infrastructure needs; and the Aaa credit rating was retained. However, budgetary pressures were relentless and persist into FY04.

The year began with several ominous warnings. One was a report of the Massachusetts Taxpayers Foundation entitled "The Perfect Storm", which indicated that the State was experiencing the most precipitous revenue decline in its modern history. Another was an unprecedented letter from the House Chairman of the Ways and Means Committee who warned:

- "local officials must be warned immediately that local aid in the final budget for FY03 may be cut by as much as 10% from FY02 levels."
- "the safest course for cities and towns is to prepare for a 10% reduction from FY02 in all forms of local aid except Lottery Aid."
- "The Cherry Sheet estimates that the Department of Revenue will be distributing to cities and town later this month should, therefore, be ignored."

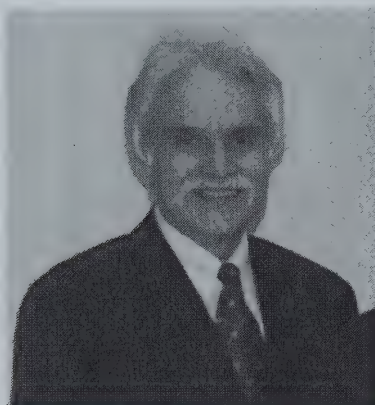
This February 5th letter forced a scramble to finish the preparation of the FY03 Financial Plan, which, according to Town By-Laws, must be submitted on the 15th of February. We were compelled to reformulate the budget

in just a week's time in order to absorb a \$1.6 million Local Aid cut. Not only were discretionary cherry sheet accounts targeted, but also earmarked programs such as School Building Assistance (SBA) were potentially affected. This, in turn, prompted other extraordinary actions such as postponing the scheduled permanent financing for the Baker School Project.

Fortunately, the House and Senate budgets included a tax package and the use of reserves to avoid punishing local aid reductions. Although the Additional Assistance category was reduced by more than \$32 million, SBA was restored and Chapter 70 Education was held harmless. For the time being, the Local Aid environment was stabilized, but the downward slide had clearly begun. In the background of this financial turbulence, the Town's highly regarded Director of Finance, Harvey Beth, quietly announced his decision to retire prior to the conclusion of FY03. Because he graciously accorded the Town so much lead time, the stage was set for a smooth transition, even in this tumultuous environment.

Thankfully, the Town administration is blessed with considerable depth in its management team, so a transition plan could be carefully and sensitively crafted to take advantage of the skills of all involved in this change. As a result of everyone's cooperation, a consensus transition plan was presented to the Board of Selectmen in September 2002. Deputy Town Administrator Stephen Cirillo was recommended for appointment as Finance Director and Assistant Town Administrator Sean Cronin was recommended to assume the Deputy's responsibilities. These two extremely talented individuals, in combination with the

extraordinary abilities of Harvey Beth, made an incalculable difference in the Town's ability to weather the "Storm".



Harvey Beth

Early in 2002, there also was an expectation that the faltering economy would begin to rebound toward the end of the year to provide some growth in state revenues to finish off and stabilize FY03. This anticipated upswing never materialized. As we entered calendar year 2003, the State faced a \$600 million shortfall despite the tax increase and use of reserves. Concurrent with this seemingly irreversible slide, a new Governor who campaigned on a no-new taxes pledge assumed office on January 1, 2003. As a consequence of these developments, there was an unprecedented mid-year local aid cutback resulting in a \$757,000 local aid reduction for Brookline in FY03. Fortunately, the Town's long-term financial planning helped with averting service reductions from this loss.

As FY04 budget planning progressed, the general environment worsened with projections of a \$3 billion state revenue shortfall. The Governor proposed a Local Aid package with a cutback of \$2.4 million for Brookline inclusive of the \$757,000 mid-year cuts. Legislative leadership has publicly suggested a 20% local aid cut which has required town contingency planning for reductions up to \$4 million. Of course, these prospective losses in intergovernmental revenue have been accompanied by downturns in the Town's local receipts most sensitive to prevailing economic conditions. For example, Town interest earnings dropped 53%.

As this Annual Report proceeded into final production, the Town's budgetary stress appears far from over. However, the Town's fiscal policies and budget practices have sustained Brookline's budgetary equilibrium to date and likely will prove even more essential as events unfold. These steps have not only aided in guiding budgets in favorable years, but could well prove invaluable in sustaining essential services as adverse conditions continue.

Because of the critical importance of these financial practices, it is more than appropriate to use the Annual Report as a vehicle to present once again those policies and practices as they have been expressed yearly in the Financial Plans. The more they are understood by Town Meeting Members, the workforce, board and commission members, along with citizenry at large, the better the overall community can cope with these extreme budgetary pressures.

FISCAL POLICIES

The Fiscal Policies and budget practices that have evolved over the past several years are a direct outgrowth of the Town's experience with the 1994 Override. Political support for the Override was predicated in part upon the stipulation that the Town would take steps designed to provide greater long-term stability for municipal finances. The Board of Selectmen set the framework with a "Financial Improvement Program" adopted in 1994. Budgeting guidelines for reserves were derived directly from the 1994 Report of the Financial Planning Advisory Committee. Directives concerning Free Cash and Capital budgeting were adopted in 1995. Also established in 1995 was a formal Town/School Partnership concerning education funding. These actions and others have evolved into a formal set of conventions that guide the development of the Financial Plan:

- Long-range financial projections
- Retention of increased reserves
- CIP Financing Policies
- Town/School Partnership Agreement
- Collective Bargaining settlements within ability to pay
- Position freeze on total number of Town employees
- Directives re: use of Free Cash
- Override requirements of 1994

Long-Range Financial Projections – The Financial Plan each year includes a Long-Range Forecast that guides budget preparations. Revenues are projected then budgets are developed within the revenue capacity identified in the Forecast. When the FY02 Financial Plan was being prepared, a detailed analysis was undertaken to determine, in the event of a slowdown in the economy, what level of Local Receipts would be sustainable. That effort, which established a new "revenue mix", for the current FY03 budget helped the Town avoid erratic revenue projections and dramatic swings in service delivery in the FY04 Financial Planning process. This analysis included a review of how an increase in Local Receipts would effect future year capital funding. The Town's ability to withstand a severe decline in interest earnings (56% over 2 years) is a direct result of this type of preparation.

Reserve Policies – Also during the FY02 budget process, a review of the Town's Reserve Fund policies

was conducted and areas of possible adjustment were identified. The proposed FY04 Financial Plan continued these adjustments for appropriate reserves, non-appropriate reserves, Capital Stabilization Fund, Catastrophe and Liability Fund, and Retiree Group Health Insurance Trust.

Appropriated Budget Reserve – In order to strengthen the ability of the Board of Selectmen and Advisory Committee to respond quickly to unforeseeable financial problems, this reserve is annually funded at the full recommended amount, which is .75% of prior year net revenue.

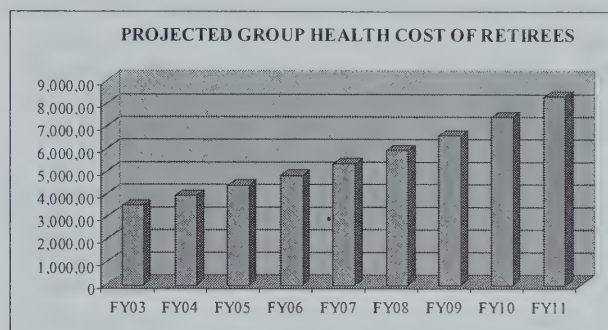
Non-Appropriated Budget Reserves – Beginning in the FY02 budget and continued thereafter, there was a reduction in the annual set aside from 0.75% of prior year net revenue to 0.5%.

Capital Stabilization Fund – The existing policy calls for a level of funding equal to 1% of the replacement value of municipal buildings and contents. The purpose of the fund is to provide revenue for capital improvements if Free Cash were to fall below \$2 million in any year. The Town has approximately \$4 million in the fund. An adjustment to the present policy, allowing the fund value to rise above the previously established ceiling and provide at least four years of reserve, is being considered.

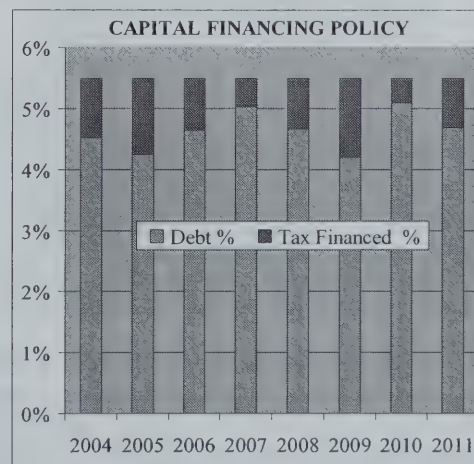
Catastrophe and Liability Fund – The purpose of this fund is to protect the community against major facility disaster or from a substantial negative financial impact of a lawsuit. Due to the effects of September 11th, the insurance industry, overwhelmed with losses, has changed its coverage for terrorism related incidents. This reinforces the Town's practice of funding reserves to targeted levels. Currently, the fund is at approximately \$1.5 million.

Retiree Group Health Insurance Trust – According to a 1998 actuarial study, the Town had an unfunded post-retirement benefit obligation estimated at \$94 million. In 2001, another study updated this figure to \$118 million. In order to begin to address this issue, the Town adopted a strategy within the FY00 Financial Plan to divert savings from Non-Contributory Retirement to this fund. Unmatched health insurance appropriations were also diverted to the fund at the end of the fiscal year. In order to continue progress in this area, several options have been included in the Financial Plan: departments with employees funded by non-property tax sources (Water/Sewer, Golf, Recreation Revolving Fund, and CDBG) shall include forward-funding for retiree health benefits in their budgets; when annual experience allows, unmatched funds will continue to be transferred into the fund; once the Town's Pension Fund is fully-funded, the savings will be reallocated to this fund; and it

is proposed that once both the Capital Stabilization Fund and Catastrophe and Liability Fund meet Town funding goals, savings from the non-appropriated reserve be diverted to this fund.



CIP Financing – The Town's policy regarding capital financing is appropriate for a community of the size and needs of Brookline. Each year, 5.5% of prior year net revenue is dedicated to the improvement of capital and infrastructure. The guideline calls for 4.25% to be derived from debt financing and 1.25% from tax-financed sources. In recent years, a number of capital projects have received approval by Town Meeting for debt financing. Projects such as the Baker School, Main Library, Public Safety Building, and Lawrence School have added to the Town's current debt levels. The effect of this rapid build-up of debt is the concurrent reduction in the tax-financed portion of the capital funding plan in order to remain within the 5.5% funding cap. Expansion beyond this funding level can lead to a transfer of allocations from direct services to debt service.

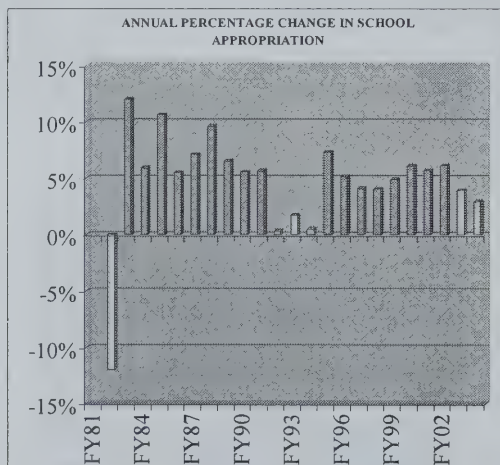


In order to keep within the Capital Financing Guidelines, the FY04 Financial Plan continues the commitment of not exceeding debt service guidelines. In the next several years, new projects such as the Driscoll School, Beacon Street reconstruction, Landfill Closure, Fisher Hill Acquisition, Muddy River Project, and the Health Department/Town Hall Rehab will come on-line. The

timing of these projects allows the Town to remain within a 5.5% debt service guideline.

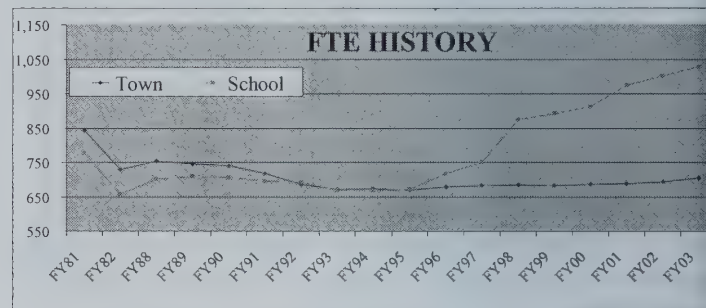
Town/School Partnership Agreement – Crucial to our annual Financial Plan is the Town/School Partnership Agreement, signed by the Superintendent and Town Administrator and approved by both the Board of Selectmen and School Committee in 1995. Perhaps unique in Massachusetts's local government, the Partnership Agreement affirms the primacy of education in the annual budget process. The Agreement establishes the objective of committing planned levels of operating revenues for education regardless of the extent of other demands. The Partnership Agreement commits to education 50% of virtually all revenue that is not dedicated to fixed costs, with the remainder then allocated to other Town operating priorities.

The Revised FY04 Financial Plan, which reflects changes made through March 4, 2003, contains a proposed 2.6% increase for school funding, which compares favorably to the level-funding or outright cuts that had to be imposed on the Brookline Schools in previous periods of fiscal decline. The graph below shows the annual percentage change of the education appropriation since 1982. The striped lines highlight years when the economy declined and/or fiscal conditions deteriorated.



Collective Bargaining Guidelines – As of the writing of this report, five municipal labor agreements have been settled through June 30, 2004. One other agreement has been reached through June 30, 2003. The Selectmen have adopted economic and language guidelines for use by the Town's negotiating team. The economic guidelines are predicated upon cost of living indices, settlement patterns in comparable communities, and the Town's ability to pay. Language proposals are designed to address attendance and leave trends along with other areas in which potential efficiencies and savings have been identified, including the group health program.

No Net Increase in Town Positions – Several years ago, the Selectmen adopted a position freeze policy on the number of Town personnel. This policy establishes a cap on the total number of Town (non-school) personnel. The purpose of this policy is to ensure that Town staffing corresponds to the Proposition 2 ½ cap on Town revenue so that, even in favorable economic periods staffing is not increased to unsustainable levels. Because of the implementation of the Public Safety Joint Dispatch operation, the FY02 budget experienced a slight increase. A similar increase occurred in FY03 due to the reorganization of the Information Technology Department. The total number of Town FTE's supported by the General Fund is currently 704 positions. Finally, in response to severe financial conditions, the Board of Selectmen has imposed a temporary hiring freeze in order to avoid lay-offs, if workforce reductions are necessary.



Free Cash - The Board's policy regarding Free Cash (that portion of undesignated fund balance certified as available for appropriation by the State Department of Revenue) requires that, after setting aside free cash in the amount of 0.75% of prior year net revenue as part of budget/strategic reserve funds, free cash will be used exclusively to fund capital or other one-time projects. Free cash for the fiscal year ending June 30, 2002 was certified by DOR in the amount of \$6.3 million.

BUDGET INITIATIVES AND COST CENTERS

Each year the Financial Plan reflects the Town's attempt to introduce productivity measures and organizational improvements while combating the prevailing "budget busters". In FY03 the following initiatives were actually implemented despite severe budget constraints:

- Allocation of \$227,000 earmarked for **Emergency Preparedness**, including \$30,000 for training funds in the Fire budget and \$197,000 authorized by the Selectmen from the FEMA reimbursement account for essential equipment, facility, and other needs identified by the Emergency Management Team.
- Implementation of the **IT Strategic Plan**, as recommended by Pacific Technologies, Inc.,

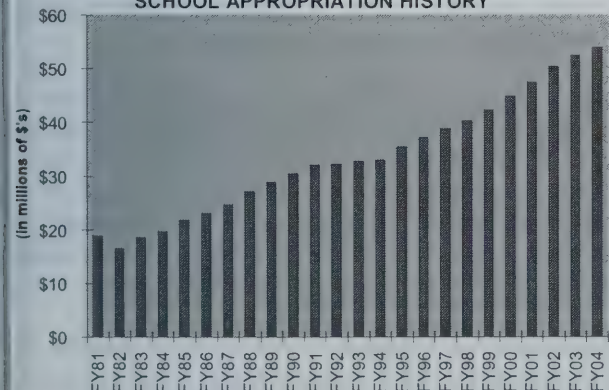
through a \$200,000 allocation for a Enterprise-wide IT Department, including:

- New CIO Position
 - Full-service "Help Desk" Division
 - Consolidation of Town and School system services
- Expansion of **Parking Enforcement** capability as recommended by the Commercial Areas Parking Committee through the utilization of anticipated increased parking revenue in order to transform part-time parking control officers/school crossing supervisors to full-time parking control officers.
 - Establishment of a **Payroll Unit** within the Finance Department to support accounting and human resource functions more efficiently by removing payroll functions from the Comptroller's office, thereby allowing more capacity for accounting demands (GASB #34, etc.).
 - Realignment of **General Service** operations from Information Technology to the Purchasing Division and reassignment of **personnel advertising** from Human Relations-Youth Resources to Human Resources Department

For FY04, the current year initiatives are not only continued, but the following are proposed:

- Continuation of the funding plan for the Town's **Post Employment Health/Life Insurance** obligations, estimated at \$118 million. In FY04, \$626,133 is recommended for this liability, of which only \$95,000 is funded by general tax revenue. The remainder is funded with Free Cash and overhead charges on enterprise/revolving funds.
- **Education Funding** is increased \$1.35 million or 2.6%, which is a significantly larger increase than provided in previous Town budgets in prior recessionary periods.

SCHOOL APPROPRIATION HISTORY

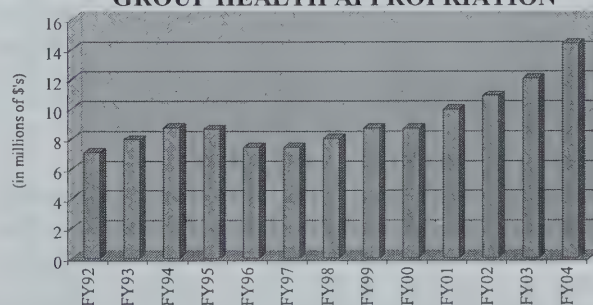


- Within the total \$1.35 million allocation for schools, **SPED** funding is increased by \$800,000, keeping pace with the needs described by the School administration.
- The accelerated replacement schedule of front line **fire apparatus** is continued.
- The commitment to the **Affordable Housing Trust** is continued for a second year in the amount of \$316,455 per the Free Cash policy adopted by the Board of Selectmen.

While coping with local aid cuts and a decline in the Town's own local receipts, certain perennial cost centers must also be addressed.

The inflation of **group health insurance** far exceeds the growth in government revenue. Harvard Pilgrim is proposing double-digit increases to many Massachusetts communities and has notified the Town of a rate increase for its premium-based product of 17.56% for next year. Blue Cross / Blue Shield has priced its self-insured program at a 20% increase for the next year. This cost increase is exacerbated by a significant rise in the health plan employee enrollment. As employees retire, particularly teachers receiving incentives to retire early, they remain on the Town's group health program before being covered by Medicare, if eligible, at age 65. Replacing the retired employee further adds to the group insurance enrollment. Finally, as School personnel levels rise, the School Department, through its share of fixed costs, absorbs a greater cost of group insurance. The total increase in FY04 for group health is estimated at \$2.35 million.

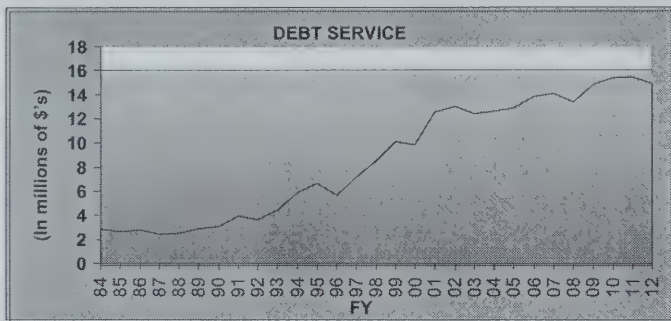
GROUP HEALTH APPROPRIATION



The Town makes an extraordinary commitment to **Special Education** funding. Under the Town/School Partnership Agreement, SPED is considered a fixed cost, just as debt service obligations are considered a fixed cost. It is unlikely that any other municipality in the state makes this type of commitment to the funding of special education. Included in the FY04 Financial Plan is a commitment of an additional \$950,000 for this purpose. This follows increases of \$535,000 in FY03, \$730,000 in FY02, and \$600,000 in FY01.

As of the writing of the report, all but one of the Town's **collective bargaining** agreements has been settled for FY03, in the amount of 3%. Also, all but two agreements have been reached for FY04, in the amount of 2%. The total amount set aside in the FY04 Financial Plan for these purposes is \$1.1 million.

In FY04, **debt service** is expected to decrease by approximately \$275,000 (\$-1.9%). In FY09, with the sale of debt for the Lawrence School, debt service is expected to increase by nearly \$2 million. As part of the capital planning and debt management process, steps have been taken to slow new debt commitments until debt levels fall back to within the guidelines established by financial policy.



At a time of rising **energy prices**, it is impossible to maintain a conservation program comprehensive enough to offset rapidly increasing prices. A two-year natural gas contract was negotiated in FY02 that includes prices similar to the prior year's contract. The current electricity contract, which has been extremely favorable for the Town, expired at the end of the third quarter in FY03. As a number of municipal buildings are refurbished, it will be important to monitor consumption use and adopt stringent conservation efforts to stabilize future price increases. \$200,000 has been appropriated for energy increases.

LONG RANGE FINANCIAL PROJECTIONS

As previously mentioned, the Long-Range Financial Projection is the cornerstone of the Annual Financial Plan. Below, the assumptions for revenue and expenditures through FY08 are summarized. A structural shortfall of \$7.5 million is forecasted through FY08, given the assumptions in the Forecast. This requires continuous vigilance in controlling costs and capitalizing on acceptable revenue opportunities

Revenues - Overall, annual revenue increases (exclusive of Free Cash) are expected to range between \$3.7 and \$4.88 million. When water and sewer enterprise revenues and tax/reimbursements related to debt exclusions are also excluded, revenue will increase by approximately \$3.4 million.

- The Tax Levy is projected to increase an average of 3.4% per year. In addition to the standard 2.5% increase allowed under Proposition 2 ½, new growth in the tax levy resulting from building construction and condominium conversions is increased an average of \$1 million per year. An amount equal to debt service overrides, less any School Building Assistance aid, is also included in the calculation.
- Local Receipts are expected to increase by approximately \$1.1 million in FY04, due to an increase in parking fines. It is anticipated that local receipts will increase by approximately \$300,000 (1.4%) per year thereafter.
- Water and Sewer revenue increases by 4% to 6% each year and is driven primarily by the MWRA Assessment.
- Local Aid is expected to decrease by at least \$2.4 million in FY04, based on Governor Romney's budget proposal. The Police Career Incentive (Quinn Bill) reimbursement is expected to increase based upon a formula of 50% of the previous year costs. SBA is expected to increase in FY07 for the anticipated reimbursement for the Lawrence School project. Chapter 70 funding is expected to be level funded in FY04. All other Local Aid categories are level-funded throughout the term of the forecast.
- Free Cash, after deducting amounts for non-appropriated and strategic reserves, is used exclusively for the Capital Improvement Program. It is expected that \$5.6 million is available for FY04. This would gradually decrease to an amount of \$5.4 million in FY08.
- Other Available Funds, with the exception of enterprise fund overhead revenue and parking meter receipts, are expected to remain level throughout the term of this forecast.

Expenses - The cost of Municipal Services is projected to increase by \$7.6 million from FY04 through FY08, an average of \$1.9 million per year. Of the total increase, \$6.5 million is attributable to the cost of collective bargaining and steps. The balance of the increase, or \$287,000 per year, is for all other fixed cost increases such as energy, refuse disposal, capital outlays, etc.

- The cost of School Services is projected to increase by \$9.1 million from FY04 through FY08, or an average of \$2.3 million per year.

Collective bargaining and steps account for \$6.9 million of the total. An increase of \$575,000 per year is included for Special Education Tuition, transportation, and education supplies.

- Water and Sewer service costs are expected to increase by \$5.2 million (or 25.5%) from FY04 through FY08. The MWRA assessment increase accounts for nearly all of this increase. Due to the State reduction in Sewer Debt Relief, it is expected that year to year increases will average approximately 5% to 10% per year.
- Personnel Benefits, which include group health insurance, life insurance, pensions, Medicare, workers compensation, and unemployment compensation, are expected to increase by approximately 11.4% per year.
- Debt Service figures assume full implementation of the FY05-FY09 CIP which includes the Main Library, Baker School, Landfill closure, Beacon Street Improvements, Muddy River Project, Fisher Hill Acquisition and Improvements, Lawrence School, and Town Hall/Health Department building improvements. The debt service amounts comply with the Board's CIP financing policies that require 4%-5% of net revenues to be allocated for this purpose. Both Water/Sewer and Golf Debt are included in

enterprise revenues paid to the Town in the form of overhead charges.

- The Revenue Financed CIP policy faces tremendous pressure in the next few years. This policy establishes a guideline of 1.25% revenue financed and 4.25% debt financed capital funding each year. Debt service levels are predicted to be greater than the 4.25% goal in three of the next five years. When debt service rises above the 4.25% debt guideline, fewer funds are available from the revenue-financed category.
- Non-appropriated Expenses include State and County assessments, Cherry Sheet offset items, the tax abatement overlay reserve, and court judgments. The two largest expenses are the MBTA assessment and the tax abatement overlay reserve. State and County assessments are expected to decline in each of the next three years by approximately \$160,000 per year because of a decrease in the MBTA assessment. Due to declining requests for tax abatements, the tax abatement overlay reserve will be tied to an amount equal to 1.4% of the annual levy.

LONG RANGE FINANCIAL PROJECTION FY2004-FY2008						
	FY2004 EST	FY2005 EST	FY2006 EST	FY2007 EST	FY2008 EST	TOTAL CHANGE
REVENUES						
Property Taxes	\$114,151,367	\$117,933,558	\$121,812,338	\$125,782,547	\$129,840,833	\$15,689,466
Local Receipts	\$18,572,844	\$18,822,271	\$19,078,197	\$19,663,024	\$19,930,827	\$1,357,983
State Aid	\$17,827,570	\$18,133,646	\$18,440,388	\$18,747,819	\$19,055,963	\$1,228,393
Free Cash	\$5,602,961	\$3,260,961	\$4,590,375	\$4,455,158	\$4,449,594	(\$1,153,367)
Other Available Funds	\$8,064,935	\$8,104,128	\$8,487,940	\$8,512,705	\$8,728,382	\$663,447
TOTAL REVENUE	\$164,219,677	\$166,254,564	\$172,409,238	\$177,161,253	\$182,005,599	\$17,785,922
EXPENSES						
Municipal Services	\$52,360,795	\$54,481,238	\$56,245,113	\$57,976,700	\$59,708,924	\$7,348,129
School Services	\$53,152,452	\$54,796,957	\$56,683,342	\$58,648,922	\$60,697,993	\$7,545,541
Personnel Benefits	\$26,616,267	\$28,698,057	\$30,822,164	\$33,072,355	\$35,530,026	\$8,913,759
Debt Service	\$13,623,696	\$14,308,767	\$15,239,120	\$14,678,504	\$14,080,025	\$456,329
Revenue-Financed CIP	\$7,246,117	\$4,676,479	\$5,452,526	\$5,908,066	\$6,680,010	(\$566,107)
Reserve Fund	\$1,070,000	\$1,108,560	\$1,141,615	\$1,178,898	\$1,214,435	\$144,435
Non-Appropriated Exp.	\$8,129,401	\$8,227,906	\$8,109,763	\$8,292,514	\$8,479,665	\$350,264
TOTAL EXPENSES	\$162,198,728	\$166,297,963	\$173,693,643	\$179,755,959	\$186,391,078	\$24,192,350
SURPLUS(DEFICIT) - BEFORE COLL BARG & STEPS	\$2,020,949	(\$43,399)	(\$1,284,405)	(\$2,594,706)	(\$4,385,479)	(\$6,406,428)
TOWN SHARE OF SURPLUS BEFORE COLL BARG & STEPS	\$1,224,950	(\$253,998)	(\$836,215)	(\$1,576,329)	(\$2,273,122)	(\$3,498,072)
TOWN COLL BARG & STEPS	\$1,224,950	\$1,311,017	\$1,386,519	\$1,419,659	\$1,545,053	\$320,103
TOWN SHARE OF DEFICIT AFTER COLL BARG & STEPS	\$0	(\$1,565,014)	(\$2,222,733)	(\$2,995,988)	(\$3,818,175)	(\$3,818,175)
SCHOOL SHARE OF SURPLUS BEFORE COLL BARG & STEPS	\$796,000	\$310,595	(\$348,194)	(\$918,380)	(\$2,012,360)	(\$2,808,360)
SCHOOL COLL BARG & STEPS	\$796,000	\$1,359,579	\$1,409,301	\$1,461,021	\$1,763,406	\$967,406
SCHOOL SHARE OF DEFICIT AFTER COLL BARG & STEPS	\$0	(\$1,048,984)	(\$1,757,495)	(\$2,379,401)	(\$3,775,766)	(\$3,775,766)
TOTAL DEFICIT AFTER COLL BARG & STEPS	\$0	(\$2,613,999)	(\$3,980,228)	(\$5,375,388)	(\$7,593,941)	(\$7,593,942)

MANAGEMENT TEAM

The Town has been blessed with an extremely capable management team. The critical transition in the position of Finance Director described in the outset of this report illustrates how essential it is to have capable professionals, particularly in periods of budgetary stress. The following highlights the entirety of the Finance transition along with other key changes in the Management Team.

Finance Director – The Board of Selectmen unanimously appointed Stephen Cirillo as the Town's second Director of Finance. Stephen was appointed as Deputy Town Administrator in 2000, returning to the Town after 20 years when he first broke into town government in a staff budgeting position.

Stephen Cirillo is very highly regarded in the municipal finance profession. He has served on the Fiscal Policy Committee of the Massachusetts Municipal Association for over a decade. Before returning to the Town, he served as Chief Budget Officer and Treasurer in the City of Newton for 13 years. He has an MPA from the Maxwell School of Syracuse University and has taught at the graduate level at both Northeastern and Suffolk University.

As Deputy Town Administrator, he elevated long range financial forecasting to a fine art. This provided to all parties involved in the Town's budgeting process a high degree of confidence in budgetary discussions. His leadership of the Capital Improvement Program was superlative and his management of the Town's reserve funds leaves the Town in an even stronger position. As Finance Director, Stephen Cirillo will have responsibility for Treasury, Assessing, Procurement, and Comptroller.

Deputy Town Administrator – In order to lose as little momentum as possible in the budget preparations in the current atmosphere of fiscal crisis, Sean Cronin has been elevated from the position of Assistant Town Administrator to Acting Deputy Town Administrator. The Town can have extreme confidence in Sean's ability to carry out the budget process.

Sean is also a graduate of the Maxwell School. He came to Brookline in 1997 after serving three years in budgeting positions in state

government. Sean has not only played a key role in the development of the Annual Financial Plan, but he has performed important staff work in energy procurement, EMS contract oversight, and information technology. Sean helped spearhead the effort to launch the Town's website and his work was essential to the formulation of the new Information Technology Department that creates an enterprise wide town/school IT operation.

Chief Information Officer – Patrick Cafferty was appointed in January, 2003 as the Town's first Chief Information Officer following a seven month search process that ran from May through December, 2002. Patrick will oversee all municipal IT operations along with assuming responsibility for school technology, exclusive of instructional technology. The School Superintendent and Town Administrator entered into a formal Memorandum of Understanding to guide this new enterprise.

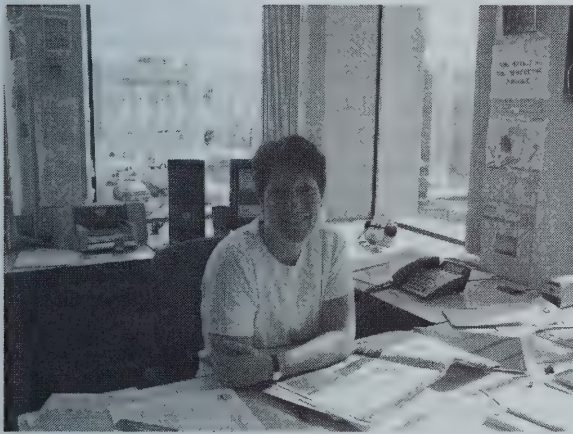


Patrick Cafferty, Chief Information Officer

Most recently, Patrick had served as the Chief Information Officer of the Boston Public Library. Previously, he had worked in several increasingly responsible technology positions at the Massachusetts Water Resources Authority (MWRA). He has a Masters in Business Administration from the University of Massachusetts. He has a strong track record in marshaling external resource to support IT endeavors. We look forward to his creating a more unified IT enterprise throughout town and school operations.

Economic Development Officer – With the Town's incumbent Economic Development Officer, Amy Schectman, on a one-year leave of

absence, the Town is most fortunate to have Rhonda Spector fill this position on an interim basis. Rhonda worked approximately 10 years at the Massachusetts Port Authority. Immediately prior to stepping into the Town's Economic Development Office, she was a leading member of the private development team for the hotel on Webster Street. She also has professional experience in the banking and legal industries and earned an MBA from Boston University. In her brief tenure thus far, she has become engaged directly with the most high profile development activities in the Town, including the development of a master plan for the re-use of the two reservoir sites on Fisher Hill.



Rhonda Spector, Economic Development Officer

Highway Director – Lester Gerry was appointed DPW Highway Director on May 6, 2002. He came to the Town from the City of Quincy where he was a DPW Operations Manager, then Director of Building Construction. He also has experience with a private engineering consulting firm. He has a BS in Civil Engineering with Honors from the Wentworth Institute of Technology.



Lester Gerry, Highway Director

Since joining the Town's management team, Lester has assumed oversight responsibility for vehicle maintenance and sanitation operations, along with day-to-day highway operations. In his brief tenure, Lester Gerry has already had an obvious impact on several important initiatives including the landfill closing project.

CONCLUSION

Recently, the Board of Selectmen voted unanimously to reappoint me for another three year term effective July 1, 2003. I am most grateful for the confidence the Board has shown in me and for the support they have provided in my daily administration of the affairs of the Town.

My re-appointment followed a formal evaluation process in which each member of the Board provided an assessment of my performance that was reviewed with me by the Chair of the Board. As always, this kind of frank evaluation and exchange can only serve to enhance the overall performance of the organization.

Ultimately, though, the Town Administrator's ability to fulfill the obligations under the Town Administrator's Enabling Act is predicated upon the talents and commitment of the several hundred employees who comprise the Town's workforce. Your Town Administrator knows no more about constructing a website than he does about overhauling an engine, or inspecting an electrical system. But these and a myriad of other functions are effectively carried out by Town employees every day. Our Department Heads, mid-managers, Selectmen's Office staff, supervisors, and front line employees provide the consistently high-quality level of services

provided to those who live and do business in this Town.

In a turn of the century article published in the long extinct New England Magazine, Brookline was the subject of a piece called "BROOKLINE THE BEST GOVERNED TOWN IN THE WORLD."

"(T)his wonderful Massachusetts community epitomizes all that is best in civic government...(I)ts people take (far) great(er) pride in the fact that it is one of the best governed communities in existence – a noiseless, graftless, near dustless community..."

While it is certainly debatable whether Brookline remains the best governed town in the world – it most certainly can no longer be described as dustless – tangible signs of very strong performance are undeniable. The Town's Aaa credit rating, its high ISO rating, and advances in training and productivity are impressive. Recent progress in addressing the backlog in capital needs is promising. Particularly noteworthy are the steps being taken in information technology. While there is a long way to go, change has been undoubtedly moving in the right direction. The Town only launched its Website a few years ago, but it has been recently acclaimed as the best website of any town in Massachusetts. The Municipal e Government Assessment Project, created by the Public Sphere Information Group, ranked Brookline only behind the City of Boston among all municipal websites evaluated across the State.

The citizens of this community have been generous in their support of Town government and the Board of Selectmen has been exacting in its determination to provide value in return.

At the end of the day, though, it is the Town workforce that determines the quality of Town services. Personally and professionally, I am proud to be associated with our department heads who, with their supervisors, provide the true oversight of Town affairs. They see to the training, equipping, and deployment of our employees. In these difficult budgetary times we ultimately rely upon them to navigate the budgetary "Perfect Storm", so aptly titled as described by the Massachusetts Taxpayers Foundation.

Finally, a special vote of gratitude is expressed, as always, to the staff of the Selectmen's Office. I can not say enough about them. My Assistant Patty Parks has saved me more times than I can count. Annmarie Cedrone, Brenda Costello, and Mary McMahon have served the Town with distinction and grace. Citizens repeatedly tell me how accommodating Selectmen's Office staff is in responding to their various needs.

While the budgetary events of 2002 have sometimes been discouraging, the rewards of working with the political leadership, employees, and citizenry of this community are as great as any I have experienced since my original appointment in 1994.

Thank you.

TOWN MODERATOR

This May (2003) marks the end of my third three-year term as Town Moderator, and this seems an appropriate time to reflect on the health of our Town Meeting. Like all democratic institutions, it has weaknesses. It is criticized for being too heavily influenced by the Selectmen, Advisory Committee and other "insiders." And the effort to provide all constituencies with an adequate opportunity to express their views does not always lead to the most efficient transaction of its business. However, at least the latter is also among its great strengths. Town Meeting is an excellent forum for the expression of disparate viewpoints. Its members by and large take their responsibilities very seriously and its debates are characterized by a high level of expertise, intelligence and courtesy. And, regarding Town Meeting insiders, their views do not always prevail over the will of the electorate at large. As cumbersome as it may be to have our legislative functions performed by a 250-person body, our Town Meeting remains a vital force and an important means of preserving grass roots democracy in the modern age.

The usual two Town Meetings were held during the year 2002. Among the highlights of the Annual Town Meeting were passage of a \$174 million budget, discussed in greater detail elsewhere in this Annual Report, and the approval of a reorganized zoning by-law. The issues of the fate of the Carlton Street footbridge and the development of the St. Aidan's Church property came once again before this meeting. And the Community Preservation Act was debated by more than 25 speakers, at great length and with considerable passion, before being rejected on a roll call vote by a two-to-one margin.

Notable issues at the Fall Town Meeting in November included a resolution condemning the current administration's policies on Iraq. The Iraq resolution continued a long tradition of Town Meeting's taking a position on national and international issues over which it has virtually no authority or power. However, many of our citizens believe it entirely appropriate that Town Meeting act as a voice for our citizens' concerns about such issues and, contrary to the views of many of my moderator colleagues, I have willingly permitted such resolutions to come before the meeting.

The role of Town Meeting in the St. Aidan's debate is worth special mention. This issue has commanded the attention of at least the last four

Town Meetings, and a series of actions have been taken that have served to prolong the negotiations over the re-use of the site. As I prepare this report, a plan appears to have emerged that may have sufficient support from the combatants. If such a plan is finally approved, Town Meeting will have been instrumental in providing the negotiating room necessary for this very difficult issue to have been resolved.

I had the opportunity to appoint one Moderator's committee during 2002, as a result of action taken at the Annual Town Meeting. This committee was charged by Town Meeting to consider changes in the manner in which the Town taxes various classes of real and personal property. The committee consists of Harvey Beth, the Town's Director of Finance, Polly Cornblath, Robert Costrell, Alisa Jonas, Paul Saner, Stanley Spiegel and Neil Wishinsky, several of whom bring a considerable amount of relevant professional experience to the table. This committee is on schedule to present a substantive proposal to the 2003 Annual Town Meeting.

The work of various prior Moderator's committees continued during the year 2002. I expect the Committees on Community Electricity Franchising and Tree Replacement to submit final reports some time during 2003, and the Committee on Alternative Voting Methods presented a comprehensive final report at the Fall Town Meeting. The latter committee, ably chaired by the Town Clerk, made two specific recommendations about voting procedures at Town Meeting. These will be tested during the Annual and Fall Town Meetings in 2003, to determine whether these procedures will succeed in providing greater accountability of Town Meeting members to their constituents without unduly complicating or hampering the voting process.

Another study committee was approved (by one vote) at the Fall Town Meeting, for the purpose of recommending, through the study of other representative town meetings or otherwise, ways in which our legislative process might be improved. The Committee consists of one Selectmen appointee, Betsy DeWitt, and six Moderator appointees, Harry Bohrs, Cathleen Cavell, Betsy Shure Gross, John Karon, Jesse Mermell and Robert Stein. The Committee members have many decades of experience in Town Meeting and Town government and I, for

one, await their recommendations with great interest.

Finally, I express my gratitude and that of the Town to the hard-working members of the Advisory Committee, under the leadership of chairman Nancy Daly and vice chair Harry Bohrs, for their dedication and hard work in their

role of advising Town Meeting on the issues that come before it. I extend special thanks to Mike Callaghan, Rob DeVries and Sergio Modigliani, each of whom left the Committee during the year after a distinguished tenure.

ADVISORY COMMITTEE

Massachusetts General Laws, Chapter 39, Section 16 states that "every town whose valuation for the purpose of apportioning state tax exceeds one million dollars shall, and any other town may, by bylaw provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions...."

The Brookline Advisory Committee, in accordance with Town bylaws, shall consist of not fewer than 20 nor more than 30 established registered voters of the Town. At least one elected Town Meeting member is appointed from each of the sixteen precincts, plus up to eight additional Town Meeting members and up to six members-at-large. This makes the Brookline Advisory Committee one of the largest of such committees in the Commonwealth. The Brookline Advisory Committee is somewhat unique in that it functions not only as a Finance Committee, but also as an Advisory Committee. As such, it advises the Town through its recommendations to Town Meeting on all matters ranging from town finances and re-zoning to capital projects and collective bargaining in order to meet the specific needs of the community. The Advisory Committee reports to Town Meeting with its written recommendations on such matters in the printed warrant that is mailed to all Town Meeting members. The Advisory Committee is the only authority that may approve transfers from the Reserve Fund, which is established to deal with unforeseen or emergency expenditures.



Advisory Committee

The chair of the Advisory Committee appoints each member to serve on a subcommittee, working closely with members to determine which subcommittee will best suit their background and interest. The chair selects a member from each subcommittee to serve as its chair.

Below is a listing of current subcommittees with the areas to which each is responsible and its chair:

ADMINISTRATION AND FINANCE: Advisory Committee, Debt and Interest, Finance, Information Technology, Non-Appropriated Expenses and Abatement Reserves, Selectmen, Town Clerk and Unclassified. (Chaired by Neil Wishinsky)

CAPITAL: Building, Capital Improvements Program, CDBG, Public Works, and Recreation. (Chaired by Charles Moo)

HUMAN SERVICES: CDBG, Council on Aging, Health, Human Relations-Youth Resources, Library, and Veterans' Services. (Chaired by Estelle Katz)

PERSONNEL: Collective Bargaining, Human Resources, and Personnel Benefits. (Chaired by Ronny Sydney)

PLANNING AND REGULATION: Legal Services and Planning and Community Development. (Chaired by Jonathan Karon)

PUBLIC SAFETY: Police and Fire. (Chaired by Stanley L. Spiegel)

SCHOOLS: (Chaired by Harry K. Bohrs)

2002 Issues

In 2002, the Advisory Committee considered a broad array of financial and other issues on behalf of Town Meeting. The Advisory Committee met 29 times to prepare its recommendations for the Annual Town Meeting and the Special Town Meetings. In addition, the subcommittees met 44 times to hold public hearings, which allowed both supporters and opponents of various issues to air their views. The subcommittees reported to the full Advisory Committee to allow the Advisory Committee to fully take into account public sentiment in its final decision making process.

The Advisory Committee spent approximately three months crafting its version of the Town's \$176 million budget. From mid-February through mid-May, the full Committee met twice a week to hear and discuss subcommittee recommendations. The Committee listened to the requests and concerns of boards and commissions, town officials and citizens, balanced these views, and prepared and submitted to Town Meeting a detailed budget recommendation in the form of the Annual Appropriation article.

During 2002 the Advisory Committee prepared and presented to Town Meeting comprehensive reports on a number of complicated warrant articles. Topics included the advisability of participating in the Community Preservation Act, the future of the Carlton Street Footbridge, the proposed designation of the St. Aidan's property as a Local historic District, a resolution opposing a U.S. attack on Iraq, the establishment of an Information Technology Department, tax classification, a variety of zoning issues, and collective bargaining agreements.

Members served on a number of special committees including committees established by the Moderator to

study and develop recommendations on Town Meeting Procedures, Tax Classification, and Alternative Voting Methods. Members of the Advisory Committee also actively participated on committees appointed by the Board of Selectmen to develop recommendations on the Comprehensive Plan, Zoning Bylaw, Open Space Plan, Landfill Reuse, Town Fees, the Process for Developing the Capital Improvement Program, and Information Technology. In addition, members served on several standing town committees including the Labor Advisory, Town/School Partnership and Audit Committees.

Nancy Daly was unanimously re-elected to serve as the Chair of the Committee and Harry Bohrs continued as Vice Chair.

With great regret, we accepted the resignations of Acheson Callaghan, Jr., Robert DeVries, and Sergio Modigliani. We extend our warm thanks for their years of dedicated and able service to the Advisory Committee. We would be remiss if we did not make special note of Mr. Modigliani's contributions to the Committee. Sergio served on the Committee from 1993 to 2000 and was the Chairman from 1998 to 2000. As a member of the Committee, and as the Chair, he demonstrated exceptional leadership skills, intelligence, and humor. We wish him well.

We welcomed new members Nadine Gerdts, Jay Gonzalez and Mary Johnson, and were pleased to welcome back Jonathan Karon. In just a short time, these new members have made a valuable contribution to the Committee.

The Advisory Committee will continue to work diligently on behalf of Town Meeting to carefully consider all matters that will impact the Town and make recommendations it considers to be in the best interest of the Town and all of its residents.

TOWN MEETING

Summary of Actions Taken

Annual Town Meeting May 28, 2002

ARTICLE ONE

Appointment of Measurers of Wood and Bark (Selectmen). A motion of Favorable Action to establish that the number of Measurers of Wood and Bark be two, to be appointed by the Board of Selectmen, was passed by a Unanimous Vote.

ARTICLE TWO

Annual Authorization of Compensating Balance Agreements (Treasurer/Collector). A motion of Favorable Action was passed by a Majority Vote.

ARTICLE THREE

Report on the Close-out of Special Appropriations (Selectmen). A motion of No Action was passed by a Majority Vote.

ARTICLE FOUR

Approval of Unpaid Bills of a Prior Fiscal Year (Selectmen). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE FIVE

Acceptance of Legislation to Increase Property Tax Exemptions (Assessors). A motion of Favorable Action, to accept Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 - establishing an additional property tax exemption for fiscal year 2003, was passed by a Unanimous Vote.

ARTICLE SIX

Authorize the Commissioner of Public Works to Establish, under General Laws, Chapter 44, Section 53E1/2, a Sidewalk Revolving Fund (Department of Public Works). A motion of Favorable Action was passed by a Counted Vote of 206 In Favor and 2 Opposed.

ARTICLE SEVEN

FY2002 Budget Amendments (Selectmen). A motion of Favorable Action, to reduce the FY2002 budget in

the amount of \$266,532.36, related to the state-funded Ch. 90 Program, was passed by a Unanimous Vote.

ARTICLE EIGHT

Legislation Amending Ch. 25 of the Acts of 1993 – Finance Department (Selectmen). A motion of Favorable Action, to authorize and approve the filing of a petition with the General Court concerning the re-organization of the Finance Department, was passed by a Majority Vote.

ARTICLE NINE

Annual Appropriations Article (Selectmen). A motion of Favorable Action for the FY 2003 budget, with total expenditures of \$158,056,726, was passed by a Counted Vote of 213 In Favor and 0 Opposed.

ARTICLE TEN

Zoning By-Law Restructuring (Planning and Community Development). A motion of Favorable Action, to replace the existing Zoning By-Law with a Restructured Zoning By-Law, was passed by a Unanimous Vote.

ARTICLE ELEVEN

To Amend the Restructured Zoning By-Law by Adding to Section 6.04, Design of All Off-Street Parking Facilities, a new Subsection, paragraph 2, subparagraph g. Handicapped Accessible Parking Requirements (Planning and Community Development). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWELVE

Amendment to Restructured Zoning By-Law, Section 4.07, Table of Use Regulations – Health and Fitness Club Use (Planning and Community Development). A motion of Favorable Action was passed by a Two-Thirds Vote.

ARTICLE THIRTEEN

To Adopt a Resolution that the Zoning By-Law Commission Investigate the Issue of "Mansionization"

(Petition of Jonathan Snell-St.Clair). A motion of Favorable Action was passed by a Counted Vote of 103 In Favor and 81 Opposed.

ARTICLE FOURTEEN

Amendment to the Restructured Zoning By-Law, Section 4.08, Affordable Housing Requirements, and to Section 5.09, Design Review (Planning and Community Development). A motion of Favorable Action was passed by a Counted Vote of 203 In Favor and 3 Opposed.

ARTICLE FIFTEEN

Amendment to the Restructured Zoning By-Law 4.08(3)(e)(1) Applicability of Regulations – Alignment of Inclusionary Zoning with State Standards for Low- and Moderate-income (Petition of Craig Bolon). A motion of No Action was passed by a Unanimous Vote.

ARTICLE SIXTEEN

Amendment to Article 5.6 of Town By-Laws, Preservation Commission and Historic Districts By-Law – Establishment of a St. Aidan's Historic District (Preservation Commission). A motion of Favorable Action to refer Article 16 back to the Preservation Commission, with a request to report the Article back to a future Town Meeting if satisfactory progress on preserving St. Aidan's Church cannot be achieved, was passed by a Unanimous Vote.

ARTICLE SEVENTEEN

Amendment to Section 5.3.12 of Town By-Laws, Notice – Notice of Demolition (Petition of Richard Calmas). A motion of Favorable Action was passed by a Majority Vote.

ARTICLE EIGHTEEN

To Change the Name of the Land Now Known as St. Mark's Park to Judge Henry P. Crowley Park (Petition of Linda dean, Frank Smizik, and Seymour Ziskend). A motion of Favorable Action, to rename Saint Mark's Park as Judge Henry P. Crowley Park at Saint Mark's Square, was passed by a Unanimous Vote.

ARTICLE NINETEEN

Legislation Changing the Percentage of the Total Tax Levy Imposed on any Class of Real and Personal Property and Providing a Tax Exemption for Certain Small Businesses in the Town of Brookline (Petition of Stanley Spiegel). A motion of Favorable Action, to refer Article 19 to a Moderator's Committee to refer back to the next Annual Town Meeting, was passed by a Majority Vote.

ARTICLE TWENTY

Legislation Concerning the Sale of Alcoholic Beverages in the Town of Brookline on Sundays (Petition of Fred Lebow). A motion of Favorable Action authorizing the Board of Selectmen to file a petition with the General Court concerning the sale of alcohol on Sundays, was passed by a Majority Vote.

ARTICLE TWENTY-ONE

Legislation Authorizing the Town of Brookline to Lease Certain Town-Owned Properties for Twenty-Five Years (Selectmen). A motion of Favorable Action authorizing the Board of Selectmen to file a petition with the General Court concerning the leasing of Town-owned property for twenty-five years, was passed by a Majority Vote.

ARTICLE TWENTY-TWO

Renewal of Lease Agreements for Town-Owned Rental Properties (Selectmen). A motion of Favorable Action to authorize and empower the Board of Selectmen to lease 27 Ackers Avenue, was passed by a Unanimous Vote.

ARTICLE TWENTY-THREE

Acceptance of Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, Otherwise Known as the Massachusetts Community Preservation Act (Petition of Jay Gonzalez). A motion of Favorable Action was Defeated by a Roll Call Vote of 73 In Favor and 142 Opposed with 2 Abstentions.

ARTICLE TWENTY-FOUR

Appropriation of Funds for the Removal of the Carlton Street Footbridge (Petition of John Schemmer). It was Resolved that the Selectmen be requested to appropriate \$30,000 in the FY04 CIP for plans and preliminary costs associated with the reconstruction, relocation or removal of the Carlton Street Footbridge by a Counted Vote of 119 In Favor and 107 Opposed.

ARTICLE TWENTY-FIVE

Appropriation of Funds for the Reconstruction and Repair of the Carlton Street Footbridge (Petition of Cathleen Cavell). A motion of No Action was passed by a Unanimous Vote.

ARTICLE TWENTY-SIX

Amendment to Article 2.5.2 of Town By-Laws, Combined Reports – Inclusion of a Roll-Call Vote for each Warrant Article (Petition of A. Joseph Ross). A motion of Favorable Action was passed by a Majority Vote.

ARTICLE TWENTY-SEVEN

To Establish the Putterham Meadows Golf Course Enterprise Commission (Petition of Steven Ladoulis). A motion of Favorable Action was Defeated by a Counted Vote of 9 In Favor and 201 Opposed.

ARTICLE TWENTY-EIGHT

Reports of Town Officers and Committees (Selectmen). No reports were heard.

Special Town Meeting May 28, 2002

ARTICLE ONE

Approval of Collective Bargaining agreements (Human Resources). Motion of Favorable Action were passed by unanimous vote, to approve and fund by transfer \$670,869 for the collective bargaining agreement with AFSCME Council 93, Local 1358, the State's Association of the Public Library, the Brookline Engineering Division Associates, and the School Traffic Supervisors.

Special Town Meeting November 12, 2002

ARTICLE ONE

Approval of unpaid bills (Selectmen). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWO

Approval of CDBG application (Department of Planning and Community Development). A motion of Favorable Action, to authorize the Board of Selectmen to file preapplications and applications in the total amount of \$1,872,000, was passed by a Unanimous Vote.

ARTICLE THREE

Approval of collective bargaining agreements (Human Resources Board). Motions of Favorable Action were passed by Unanimous Votes, to approve and fund by transfer \$17,559 for the collective bargaining agreement with Teamsters Local 25 and \$297,784 for the collective bargaining agreement with the Brookline Police Association.

ARTICLE FOUR

FY2003 budget amendments (Selectmen). A motion of Favorable Action was passed by a Majority Vote.

ARTICLE FIVE

Appropriation of funds for textured, tinted concrete pedestrian crosswalks at various locations (Petition of Anthony Andreadis). A motion of No Action was passed by a Majority Vote.

ARTICLE SIX

Abolition of certain Fire Department inspectional services and associated fees (Petition of Stanley Wayne). A motion of No Action was passed by a Unanimous Vote.

ARTICLE SEVEN

Appropriation of funds to pay refunds for Fuel Storage Permit Fee bills paid since May 22, 2002 (Petition of Stanley Wayne). A motion, to appropriate the sum of \$34,111 for the purposes of refunding oil storage permit fees paid since May 22, 2002, was Defeated.

ARTICLE EIGHT

Appropriation of funds for Personal Alert Safety System (PASS) Devices and flashlights by November 30, 2002 (Petition of Bobby Murphy). A motion of No Action was passed by a Unanimous Vote.

ARTICLE NINE

Consolidation of the Financial Plan and Annual Report (Petition of Stanley Wayne). A motion of No Action was passed by a Unanimous Vote.

ARTICLE TEN

Amendments to Sections 5.22 and 7.06 of the Town's Zoning By-Law – Exceptions and Exemptions to Maximum FAR Regulations for Single and Two-Family Residential Dwelling Units (Planning and Community Development). A motion of Favorable Action was passed by a Counted Vote of 210 In Favor and 5 Opposed.

ARTICLE ELEVEN

Amendment to Section 6.14 of the Town's Zoning By-Law – Bicycle Space and Design Requirements (Petition of Andrew Fischer). A motion to refer Article Eleven to the Zoning By-Law Review Commission, to be reported back to the 2003 Fall Town Meeting, was passed by a Unanimous Vote.

ARTICLE TWELVE

Amendment to Section 5.52 of the Town's Zoning By-Law – Requirement for Design Review of Certain Front Fences and Walls (Petition of Helen Braun). A motion to refer Article Twelve to the Comprehensive Plan

Committee for further study, was passed by a Majority Vote.

ARTICLE THIRTEEN

Amendment to the Town's Zoning By-Law – amending the Zoning Map (Petition of M.K. Merelice). A motion to amend property on the Northerly side of White Place, from a G-2.0 to a T-5 zoning district, was passed by a Two-Thirds Vote.

ARTICLE FOURTEEN

Amendment to Article 5.8 of the Town's By-Laws – Signs for Gasoline Service Stations (Petition of Martin Rosenthal). A motion of Favorable Action was passed by a Majority Vote. It was also resolved, by a Majority Vote, that Town Meeting request the Board of Selectmen to convey Brookline's concerns to statewide consumer protection officials.

ARTICLE FIFTEEN

Contingent recommendation for designation of a St. Aidan's Local Historic District (Preservation Commission). A motion to refer Article Fifteen to the Preservation Commission for further study was passed by a Majority Vote.

ARTICLE SIXTEEN

Designate and retain the Town-owned land at the end of and formerly a part of Reservoir Road, for park purposes (Petition of John VanScoyoc). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE SEVENTEEN

Designate and retain the Town-owned land at the corner of Monmouth Street and Saint Mary's Street, Lots 27 and 28 in Block 112, for park purposes (Petition of Cathleen Cavell). A motion of Favorable Action was passed by a Counted Vote of 189 In Favor and 2 Opposed.

ARTICLE EIGHTEEN

Authorization to petition/request Boston's Metropolitan Planning Organization to plan and fund an underpass roadway on Route 9 (Boylston Street) at the intersection of Hammond Street (Petition of Anthony Andreadis). A motion of Favorable Action, for the Board of Selectmen to petition/request Boston's Metropolitan Planning Organization to develop a series of alternatives to improve Route 9 (Boylston Street), was passed by a Majority Vote.

ARTICLE NINETEEN

Appointment of a Town's Committee to study Town Meeting practices and procedures in comparison with

other communities (Petition of Jonathan Karon and Linda Dean). A motion of Favorable Action was passed, as amended, by a Counted Vote of 80 In Favor and 79 Opposed.

ARTICLE TWENTY

Appointment of a Selectmen's Committee to investigate and report on the Town's options of removing civil service offices and positions from the requirements of the Massachusetts civil service law and regulations (Petition of Fred Lebow). A motion, to refer Article 20 to the Human Resources Board for further study, was passed by a Majority Vote.

ARTICLE TWENTY-ONE

Resolution appointing a Selectmen's Committee to investigate the Town's options regarding the elimination of overhead wiring along public streets (Petition of Helen Braun). A motion of Favorable Action was Passed by a Majority Vote.

ARTICLE TWENTY-TWO

Resolution concerning the disbursement of Town funds to religious organizations (Petition of Stanley Wayne). A motion of Favorable Action was Defeated by a Counted Vote of 4 In Favor and 176 Opposed.

ARTICLE TWENTY-THREE

Approval of naming the Brookline Swimming Pool the Evelyn Kirrane Aquatics Center (Recreation Department). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-FOUR

Dedication of a traffic island in memory of Joseph M. Tynan, Jr. (Petition of Ronny Sydney). A motion of Favorable Action was passed by a Unanimous Vote.

ARTICLE TWENTY-FIVE

Acceptance of the provisions of General Laws, Chapter 138, Section 33A – Sale of Alcoholic Beverages in the Town of Brookline on Sundays (Selectmen). A motion of Favorable Action, to accept Section 33A of General Laws, Chapter 138, was passed by a Majority Vote.

ARTICLE TWENTY-SIX

Reports of Town Officers and Committees (Selectmen). Reports were presented by the Moderator's Committee on Alternative Voting Methods and the Moderator's Committee on a Tree Ordinance.

**Special Town Meeting
November 13, 2002**

ARTICLE ONE

Resolution opposing U.S. Attack on Iraq (petition of Martin Rosenthal). A motion of Favorable Action was passed by a Counted Vote of 127 In Favor, 67 Opposed and 10 Abstentions.

2002 - TOWN MEETING - Attendance

PRECINCT	NAME	Eligible	Attended
03	Abrams, Betsy F.	6	4
03	Abrams, Robert T.	6	4
13	Adelson, David	6	6
05	Allen, Richard	6	6
AL	Allen, Robert L.	6	6
05	Ames, Charles C.	6	5
05	Ames, Kathleen L.	6	5
01	Ames, Peter J.	6	4
06	Anderson, Catherine C.	6	5
15	Andreadis, Anthony T.	6	6
11	Arista, Roberto E.	6	3
10	Arnfeld, Leo	6	5
10	Arnfeld, Lorraine N.	6	4
12	Axelrod, Carol	6	5
04	Axelrod, Sarah T.	6	6
04	Bain, John T.	6	6
09	Bart, Eleanor J.	6	6
09	Bart, Walter J.	6	6
14	Basile, Beverly A.	6	6
15	Basile, Robert W.	6	6
06	Bassett, John	6	5
06	Bell, Dorothy	6	6
13	Benka, Carla Wyman	6	6
13	Benka, Richard W.	6	6
16	Berger, Eileen Connell	6	6
16	Berger, Michael	6	6
07	Berkovitz, Tobe	6	1
09	Birnbaum, Benjamin	6	6
10	Blom, Dorothy E.	6	6
03	Bohrs, Harry K.	6	5
08	Bolon, Craig	6	4
15	Boyer, Burton	6	6
15	Bradford Jr., Standish	6	5
15	Braun, Helen O.	6	6
04	Brickman, Edith R.	6	6
13	Brooks, Deborah G.	6	6
09	Burstein, Michael A.	6	6
14	Buter, Adrian E.	6	5
01	Cavell, Cathleen C.	6	5
03	Chase, Muriel P.	6	6
12	Childs, Maurice F.	6	6

2002 - TOWN MEETING - Attendance

PRECINCT	NAME	Eligible	Attended
02	Chin, Kenneth W.	6	5
10	Chipman, Abram	6	6
03	Christian, John L.	6	6
01	Clouse, Melvin E.	6	6
12	Cohen, Bruce B.	6	6
11	Cohen, Geoff Alex	6	6
02	Connors, Patricia A.	6	6
06	Conquest III, Arthur W.	6	6
12	Cooke-Childs, Lee	6	6
04	Cooper, Ingrid E.	6	5
12	Cooper, Marc L.	6	6
10	Coughlin, William J.	6	6
14	Cox, Julia D.	6	4
05	Craig-Olins, Elizabeth	6	3
02	Daisy, Stephen R.	6	6
12	Daly, Nancy A.	6	6
10	Davis, Jonathan H.	6	6
10	Davis, Linda M.	6	6
14	Dean, Linda C.	6	6
16	Delany, Elias S.	6	6
05	DeVries, Robert H.	6	6
03	Dewart, Mary D.	6	6
03	Dewart, Murray	6	6
05	DeWitt, Betsy	6	6
02	Doyle, Judith A.	6	0
14	Drescher, Allen J.	6	4
15	Elcock, Walter E.	6	6
13	Erdmann, Nancy Hutchinson	6	6
13	Evans, Elizabeth S.	6	6
01	Evans, Russell B.	6	6
11	Fabian, Leslie B.	6	6
04	Farlow, Frank W.	6	6
07	Feinman, Marvin A.	6	6
09	Feuer, Jeannette	6	6
13	Fine, Jonathan S.	6	6
16	Firestone, Mary	6	5
02	Flowers, Arlene	6	0
16	Frawley, Regina M.	6	6
14	Friedman, Harry K.	6	6
02	Friedman, Robin	6	5
AL	Gadsby, Edward (Sandy)	6	6

2002 - TOWN MEETING - Attendance			
PRECINCT	NAME	Eligible	Attended
16	Gallitano, Thomas J.	6	6
09	Garren, Scott L.	6	6
AL	Geller, Joseph T.	6	4
15	Geller, Marvin N.	6	6
04	Gerdts, Nadine	6	6
16	Gerte, Albert	6	6
07	Giller, Phyllis D.	6	6
16	Gladstone, Scott C.	6	6
AL	Goldberg, Deborah B.	6	6
16	Goldberg, Susan J.	6	6
08	Golden, Jack	6	5
08	Golden, Joyce desRoches	6	3
08	Goldstein, David-Marc	6	6
07	Goldstein, Elizabeth (Betty)	6	5
08	Gorlova, Ella S.	6	5
12	Grand, Jonathan H.	6	5
10	Grandfield, Dorothy E.	6	6
05	Gross, Betsy Shure	6	6
07	Grubinger, Eva M.	6	2
15	Guzelian, Nancy Diane	6	6
15	Hall, John L.	6	1
04	Harrington, Kevin	6	6
05	Harris, Mary J.	6	5
09	Heist, Marcia M.	6	5
08	Heller, Nancy S.	6	5
10	Henry, Wendy B.	6	5
05	Hertzmark, Joan	6	6
04	Heywood, Sarah A.	6	5
01	Higgins, Thomas T.	6	4
11	Hinds, Isabella	6	5
08	Hofeller, Edward D.	6	5
11	Homer, Joanne P.	6	6
13	Hoy, Francis Charlton	6	6
AL	Hoy, Gilbert R.	6	6
06	Humphrey, Sytske V.	6	6
16	Hyman, Julian E.	6	6
08	Jacobson, Kenneth D.	6	6
15	Johnson, Mary F.	6	6
16	Jonas, Alisa G.	6	6
03	Jones, Gary D.	6	5
09	Jozwicki, Barr A.	6	6
09	Jozwicki, Joyce	6	5
15	Kahn, Janice S.	6	6
AL	Kalikow, Donna R.	6	6

2002 - TOWN MEETING - Attendance			
PRECINCT	NAME	Eligible	Attended
01	Kanes, Steven R.	6	5
13	Kaplan, Ruth L.	6	6
08	Karon, Jonathan A.	6	6
08	Karon, Melissa Daley	6	4
07	Katz, Estelle	6	6
07	Katz, Paul M.	6	6
07	Katz, Pauline Ponnice	6	6
11	Knable, Bobbie M.	6	6
03	Koff, Laurence Kragen	6	5
16	Koocher, Gerald P.	6	5
09	Lang, Kevin E.	6	4
06	LaPlante, Virginia W.	6	6
01	Lebow, Frederick S.	6	6
10	Levine, Frederick E.	6	6
14	Leviton, Fred	6	6
02	Lianides-Chin, Barbara A.	6	5
01	Lieff, Karen D.	6	6
11	Lindquist, Gwentyth Pritchard	6	6
02	Liss, Lisa E.	6	6
14	Lodish, Pamela C.	6	6
13	Lohe, Werner	6	6
08	Lubber, Mindy S.	6	5
11	MacDonald, Bradley A.	6	6
05	MacDougall, Sarah Sally	6	6
02	Mannion, Lea J.	6	6
12	Margolis, Harry S.	6	6
02	Mason, Judith E.	6	2
05	Mattison, Hugh	6	6
13	Maynard, J. Michael	6	4
12	McAvoy, Maura M.	6	6
04	McCarrell, Sharon L.	6	6
07	McDonough, John E.	6	5
06	McGill, James A.	6	6
03	McNally, Rita K.	6	6
07	Mellet, Elizabeth M.	6	6
07	Mermell, Jesse Renee	6	6
14	Merrill, Chou Chou	6	5
14	Merrill, Michael W.	6	4
12	Meyers, Judy	6	6
03	Miller, Renee	6	6
16	Mitchell, Jay	6	6
14	Mittel, Shaari S.	6	6
13	Modigliani, Sergio	6	5
01	Morse, Stephen R.	6	5

2002 - TOWN MEETING - Attendance			
PRECINCT	NAME	Eligible	Attended
04	Mulhane, John T.	6	6
16	Murphy, Robert W.	6	6
15	Nangle, Richard	6	5
07	Novick, Emily	6	4
06	O'Donnell, Kerry	6	6
05	O'Leary, Phyllis R.	6	6
05	Olins, Andrew M.	6	6
06	Parker, Gerald S.	6	4
10	Parks, Carolyn DeVore	6	6
09	Powell, William B.	6	6
09	Rabinovitz, Stanley N.	6	6
09	Radlo, Shirley	6	5
15	Randolph, Barbara	6	6
08	Ravitz, Randall Evan	6	6
06	Reed, Thomas A.	6	6
02	Richmond, Edward L.	6	6
14	Riley, William J.	6	2
01	Robbins, Michael	6	5
02	Robinson, Dann	6	5
04	Robinson, Joseph E.	6	6
04	Robinson, Thomas C.	6	6
08	Roll, Evelyn Ayash	6	5
10	Ronen, Naomi	6	2
10	Rosenbaum, Bernice	6	6
09	Rosenthal, Martin R.	6	6
12	Ross, A. Joseph	6	6
11	Rotman, Ary	6	3
15	Rourke Jr., James C.	6	6
15	Rudman, Deborah D.	6	6
11	Russell, Pamela M.	6	1
07	Sable, Sloan K.	6	6
01	Schemmer, John A.	6	6
12	Schlesinger, James W.	6	6
12	Schlesinger, Laura B.	6	5
13	Schnoor, Roberta K.	6	6
08	Scotto, Barbara C.	6	5
13	Senecal, Barbara M.	6	6
06	Shaw, Maxine Denyse	6	6
01	Shaw, Parkman	6	6
05	Shedd-Fisher, Frances	6	6
09	Sher, Michael S.	6	6
11	Shield, Joel D.	6	6
01	Slover, Loretta	6	6
AL	Smizik, Hon. Frank Israel	6	6

2002 - TOWN MEETING - Attendance			
PRECINCT	NAME	Eligible	Attended
06	Sperber, Edith W.	6	5
06	Sperber, Robert I.	6	5
02	Spiegel, Diana Lees	6	6
08	Spiegel, Samuel	6	6
02	Spiegel, Stanley L.	6	6
14	Spunt, Shepard A.	6	6
03	Stone, Rebecca E.	6	6
03	Sullivan, Joanne M.	6	5
16	Swartz, Max	6	6
07	Swartz, Sally	6	6
10	Sydney, Ronny M.	6	6
11	Tolkoff, Josh	6	5
03	Trachtenberg, Myra R.	6	5
04	Trietsch, David M.	6	6
13	VanScoyoc, John R.	6	6
12	von Lichtenberg, Sandra M.	6	6
03	Wadleigh, Jonathan N.	6	6
02	Ward, Dorothy M.	6	3
AL	Ward, Patrick J.	6	6
06	Warren, Henry B.	6	6
11	Wax, Robert M.	6	6
11	Wayne, Stanley	6	6
10	Weinberg, Sidney	6	6
12	Weitzman, Donald C.	6	6
11	Wenc, Karen	6	6
06	Westphal, Christine M.	6	6
14	Whitney, Victoria M.	6	3
01	Williams, Susan H.	6	6
04	Williamson, Kate H.	6	6
04	Winter, Frances J.	6	6
05	Wishinsky, Neil A.	6	6
01	Zelnick, Pamela S.	6	6
07	Ziskend, Seymour A.	6	6
14	Zordan, Palma Ann	6	6
TOTALS:		1488	1349

RESOLUTIONS PASSED IN 2001

1. Cell Phones -

VOTED: That the Town adopt the following resolution and authorize the Board of Selectmen to forward a certified copy to each member of the Great and General Court, Acting Governor, Attorney General, Executive Office of Public Safety, and to each Board of Selectmen and Mayor of all cities and towns within the Commonwealth of Massachusetts:

WHEREAS, the use of hand held cell phones by the operators of motor vehicles (except for the operators of emergency vehicles), while operating their vehicles on the streets and highways of the Commonwealth, has created and continues to create profound safety problems that include loss of life, personal injury and property damage;

WHEREAS, the Attorney General has ruled that a city or town can not adopt by-laws ordinances that prohibit such use of cell phones and similar communications devices;

NOW, THEREFORE, THE TOWN OF BROOKLINE RESPECTFULLY REQUEST THAT THE GREAT AND GENERAL COURT ENACT STATEWIDE LEGISLATION THAT BANS THE USE OF HAND HELD CELL PHONES BY THE OPERATORS OF MOTOR VEHICLES WHILE OPERATING A MOTOR VEHICLE ON THE STREETS AND HIGHWAYS IN THE COMMONWEALTH, EXCEPTING ONLY THE OPERATORS OF EMERGENCY VEHICLES FROM SUCH REGULATION.

2. St. Aidan's -

Whereas the St. Aidan's Church, located at 158 Pleasant Street, is of great historical significance to the Town of Brookline, having been the church attended by the family of the late President John F. Kennedy when the family lived on Beals Street and later on Abbottsford Road, the church where John F. Kennedy and five of his brothers and sisters were baptized,

And whereas the St. Aidan's Church is no longer used as a parish church by the Archdiocese of Boston and faces an uncertain future,

And whereas the Town, through its by-laws, has established the Brookline Preservation Commission to promote the educational, cultural, physical, economic and general welfare of the public through the preservation and protection of the historical assets of Brookline, including buildings, sites and districts of historical and architectural interest; through the maintenance of such landmarks of the

history of Brookline, the Commonwealth and the Nation, and through the development of appropriate uses and settings for such buildings and places, Now, therefore, the Town calls on the Brookline Preservation Commission, acting under Article 5.6 of the By-laws of the Town and under Chapter 40C of the General Laws, to conduct an investigation and public hearing for designating the St. Aidan's Church property, shown in the Atlas of the Town as Block 27, Lots 1-3 and 56, or any portion thereof or structures or portions of structures thereon, as an historic district in the Town of Brookline,

And, furthermore, the Town calls on the Brookline Preservation Commission to submit a report on its findings, together with proposed actions, if any, to the next Special or Annual Town Meeting held after July 31, 2001.

3. Death Penalty -

WHEREAS, there is increasing alarm about the inevitability of executing innocent persons in the U.S.A., with (as of March 1, 2001) 95 inmates exonerated after being sent to Death Row since the death penalty's 1976 reinstatement – often by sheer luck, proving that the justice system does not work well enough to execute people; in Illinois, 13 such inmates were freed since 1977, more than the 12 executed there; and

WHEREAS, the death penalty has always been imposed in an arbitrary, and particularly, a discriminatory manner in the U.S.A.; and

WHEREAS, habeas corpus and other avenues of judicial review have been substantially curtailed by legislation and judicial rulings; and

WHEREAS, some US jurisdictions even have the death penalty for people who have mental impairments and/or were under the age of 18 at the time of their offenses; and

WHEREAS, several recent Supreme Court Justices – Brennan, Marshall, Powell, and Blackmun – have expressed serious doubts about death penalty ever being imposed fairly and justly, with Justice Powell saying that his greatest regret was voting to uphold its constitutionality, and Justice Blackmun stating in dissent, "the death penalty experiment has failed"; and

WHEREAS, the death penalty is the costliest punishment, and diverts major resources from real crime prevention measures, including police departments, better education, and increasing employment; and

WHEREAS, the death penalty does not deter more than our current mandatory penalty of life imprisonment without parole; instead, it brutalizes society by espousing the legitimacy of lethal vengeance; and

WHEREAS, most democracies, most of our international allies, and most leading religious denominations have all concluded that the death penalty is an immoral perpetuation of a culture and a cycle of violence; and

WHEREAS, the American Bar Association, calling it "a haphazard maze of unfair practices with no internal consistency," has issued a welcome call for an execution moratorium until procedures are devised to "ensure" fair administration and to "minimize" the risk of executing the innocent; but in fact such procedures and assurances are impossible to achieve for a justice system administered by fallible human beings; and

WHEREAS, throughout the U.S.A., uneasiness grows with the death penalty, as evidenced by the growing number of opponents, last year's New Hampshire votes to abolish it, and Illinois' current moratorium,

NOW, THEREFORE, BE IT RESOLVED, that Brookline's representative Town Meeting urges:

(1) Brookline's citizens and elected officials to join it in hereby strongly condemning the death penalty and in calling for the immediate and permanent end to executions – in the U.S.A. and worldwide; and

(2) support, as interim measures, for death penalty moratoria and for legislation like the "National Death Penalty Moratorium Act" [by Sen. Feingold (WI)] and the "Innocence Protection Act," [Sen. Leahy (Vt.) and, inter alia, Rep. Delahunt (MA)]; and

(3) elected and appointed officials of the Town, the Commonwealth, all state and local governments, the government of the United States, and governments worldwide to do everything in their power, and work with death penalty opponents, to end executions as a form of punishment; and

(4) that copies of this Resolution shall be forwarded to death penalty abolition leaders, the Governor, our state representatives, our representatives in Congress, and President Bush.

4. School Bus Safety -

WHEREAS, there have been and continue to occur serious traffic accidents involving school buses and buses used for transporting students to school-sponsored activities which have brought about severe injury or death in school children due to failures to meet basic safety precautions on such buses,

WHEREAS no school buses, in particular, are required by law to provide three-point lap and shoulder restraint systems with retracting seat belts as is standard in automobiles of recent manufacture,

And WHEREAS the Town of Brookline has never hesitated to lead in matters of public safety and especially the safety of its school children,

NOW THEREFORE BE IT RESOLVED

THAT THE TOWN OF BROOKLINE call upon the Great and General Court of the Commonwealth of Massachusetts to adopt legislation requiring that all school buses and all buses for hire used for the purpose of transporting school children provide a three-point lap and shoulder restraint system with retracting seat belts in precisely the wording and manner set out specifically in House Bill No. 1084, now designated House Bill 4241, as offered by Timothy J. Toomey, Jr., of Cambridge (attached herewith) with one exception, that the date mentioned will in all cases read "July first, two thousand and three" and not "July first, two thousand and five,"

AND FURTHER, that the Town of Brookline call upon its representatives in matters of the transportation of school children (whether the Brookline School Committee, its designated administrators, or a special task force appointed by the School Committee including parents, citizens, Selectmen, consultants or others) to research, negotiate, and arrange compliance with the provisions of the aforementioned House Bill (with the exception that the date mentioned in all regards be "July first, two thousand and three") for the children of Brookline.

RESOLUTIONS PASSED IN 2002

1. Mansionization

VOTED: That the Town adopt the following resolution:

Be it Hereby resolved: that the Zoning ByLaw Commission investigate and report to a future Town Meeting on the inclusion of the issue of "Mansionization" and whether or not special

provision should be included in the new zoning by-laws concerning that subject.

2. Overhead Wiring

VOTED: That the Town adopt the following resolution:

Whereas, a significant portion of the town of Brookline is not serviced by underground wired utilities;

Whereas, above ground wired utility facilities are subject to weather related injury and interruption and constitute visual blight within the community;

NOW, THEREFORE, this Town Meeting requests that the Board of Selectmen appoint a seven person committee to investigate and report to the Spring 2003 Town Meeting the Town's options with regard to the issues associated with overhead wiring, including the possibility of placing all wired utilities underground, together with its recommendations concerning the adoption of a By-Law that requires all public utility companies within the community to place their distribution systems underground within the Town.

3. Iraq

WHEREAS: We as a people and a nation must not retreat from our commitment to act as a constructive force within the community of nations. Human progress resides in the respect for international law and the sovereignty of nations. As the strongest of these nations, the U.S. has a special responsibility to uphold and abide by broadly supported principles of international behavior such as those laid out in the U.N. Charter; and

WHEREAS: The U.N. Charter decrees:

1. No nation can use military force except in self-defense (arts. 39, 51);
2. The Security Council is the only body that can authorize the use of force (art. 24; ch. VII); &
3. Only the Security Council can decide what action can be taken to maintain or restore international peace and security. (art. 39); and

WHEREAS: We view with great alarm two major changes in U.S. foreign policy : a new policy of

preemptive" attack, and a concerted determination to act unilaterally in world affairs. Both policies are counter to a half-century of successes in establishing safeguards minimizing violence in the conduct of international relations; and

WHEREAS: We regret Congress' abdication of its responsibility, reminiscent of the shameful Gulf of Tonkin Resolution. Congress must not give away the authority to determine when war is to be declared.; and

WHEREAS: The desire of people the world over is to feel safe and secure. The surest long-term path to safety and security, both domestic and foreign, is through collaborative efforts under international law - not through belligerence and unilateralism.

NOW, THEREFORE BE IT RESOLVED that the Brookline Town Meeting:

- A. opposes any U.S. attack on Iraq until and unless (1) there is clear and convincing evidence of a serious and imminent threat of aggression by Iraq, and (2) the U.N. has determined that collective action is necessary against Iraq;
- B. believes that, at this time, neither of these conditions has been met; and
- C. requests that the Board of Selectmen transmit this resolution to our congressional delegation.

**SUMMARY OF RESOLUTIONS ADOPTED BY TOWN MEETING REQUIRING ACTION BY THE
SELECTMEN OR TOWN DEPARTMENTS**

TOWN MEETING	ARTICLE NUMBER	SUMMARY	ACTIONS TAKEN
May, 2001 Annual	20	Calls on the Great and General Court to support statewide legislation banning the use of cellular telephones while operating a motor vehicle.	Copies of the Resolution were sent to each member of the Great and General Court, the Governor, the Attorney General, the Executive Office of Public Safety, and to each Board of Selectmen and Mayor of all cities and towns in within the Commonwealth.
May, 2001 Annual	22	Calls on the Town's Preservation Commission to conduct an investigation into the designation of the St. Aidan's Church property as an historic district.	The Preservation Commission conducted its investigation and made its recommendation for the establishment of a St. Aidan's Historic District.
May, 2001 Annual	23	Supports the abolition of the death penalty and the passage of the Innocence Protection Act.	Copies of the Resolution were sent to death penalty abolition leaders, the Governor, the Town's legislative delegation, the Town's Federal representatives, and the President of the United States.
November, 2001 Special	16	<p>Calls on the Great and General Court to adopt legislation requiring all school buses used for transporting school children provide a three-point lap and shoulder restraint system with retracting seat belts by July 1, 2003.</p> <p>Also, calls upon the Town's representatives in matters of the transportation of school children to research, negotiate, and arrange compliance with the above-mentioned provisions.</p>	Copies of the Resolution were sent to each member of Brookline's legislative delegation asking that it be brought to the attention of the Ways and Means Committee and other appropriate legislative bodies and officials.
May, 2002 Annual	13	Calls on the Town's Zoning By-Law Commission to conduct an investigation into the issue of "Mansionization".	Referred to the Zoning By-Law Commission for Review.
November 12, 2002, Special	21	Calls on the appointment of a Selectmen's Committee to conduct an investigation into the Town's options regarding the elimination of overhead wiring along public streets.	A Selectmen's Committee was appointed and is scheduled to report its findings to the 2003 Annual Town Meeting.
November 13, 2002 Special	1	Supports the opposition of any U.S. attack on Iraq and requests that the Board of Selectmen transmit this resolution to our congressional delegation.	Copies of the resolution were sent to the Town's legislative delegation and Federal representatives.

GENERAL GOVERNMENT

TOWN CLERK

On Tuesday, May 7, 2002, the Annual Town Election was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 7,203 of the 32,951 eligible registered voters in the Town, or 21.8%, participated in this election.

Town Meeting Members convened for the Annual Town Meeting held at Brookline High School's Roberts-Dubbs Auditorium at 7:00 P.M. on Tuesday, May 28, 2002. The Annual Meeting was adjourned to Thursday, May 30, 2002 and dissolved on Tuesday, June 4, 2002 at 10:40 P.M. in order to complete the business of the 28 article warrant. Significant actions taken at the meeting were the approval of the FY2003 budget, with total expenditures of \$158,056,726 for the Town including:

- an appropriation of \$325,000 for the purchase of a new fire engine;
- an appropriation of \$900,000 for improvements to the Pierce school, including an energy efficiency and feasibility study;
- an appropriation of \$1,000,000 for the construction and reconstruction of surface drains; and
- an appropriation of \$375,000 for remodeling, reconstructing and making extraordinary repairs to the Driscoll School.

Other actions taken at the Annual Meeting included:

- establishment of an additional property tax exemption for FY2003 for surviving spouses, veterans, blind, and elderly residents;
- establishment of a revolving fund, to be maintained by the Department of Public Works, for the construction and reconstruction, upkeep, maintenance and repair of sidewalks and walkways along public streets and ways;
- amendment to the FY2002 budget for Street Rehabilitation, by reducing the appropriated amount by \$266,532.36, in order to reflect a reduction in the amount of Chapter 90 funding;
- authorization for the Board of Selectmen to file a petition with the General Court concerning the reorganization of the Department of Finance;
- creation of a new and restructured Zoning By-Law, dated May 29, 2002, to replace the existing Zoning By-Law;
- a resolution that the Zoning By-Law Commission investigate and report to a future Town Meeting on the issue of "Mansionization";

- expansion of the notice requirements in the Town's Demolition By-Law;
- renaming Saint Mark's Park to "Judge Henry P. Crowley Park at Saint Mark's Square";
- authorization for the Board of Selectmen to file a petition with the General Court concerning extending the time for sale of alcoholic beverages in the Town of Brookline on Sundays;
- authorization for the Board of Selectmen to file a petition with the General Court concerning the Town of Brookline leasing certain town-owned property for twenty-five years;
- a resolution that the Board of Selectmen request a \$30,000 appropriation in the FY04 CIP for the cost of preliminary plans for the reconstruction of the Carlton Street Footbridge with the caveat that the Town's funding share is not to exceed the greater of \$100,000 or 13% of the total cost for all project phases.

Town Clerk Patrick Joseph Ward asked for a moment of silence after reading the roll call of Town Meeting Members who had died since the last Annual Meeting.

Honor Roll

Henry P. Crowley
Leonard Ziskend

On Tuesday, May 28, 2002, a Special Town Meeting was convened at 8:00 P. M. and dissolved at 8:15 P.M. in order to complete the business of the one article warrant. An action taken at this special meeting was:

- the appropriation of \$670,869 to fund the FY2003 collective bargaining agreements for the AFSCME Council 93, Local 1358, the Staff Association of the Public Library, the Brookline Engineering Division Associates, and the School Traffic Supervisors.

On Tuesday, September 17, 2002, the State Primary was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 10,740 of the 32,530 eligible registered voters in the Town, or 33%, participated in the State Primary.

On Sunday, September 28, 2002, the Board of Registrars of Voters held a Recount of the votes in the Democratic State Primary for the Office of Treasurer in Norfolk County. On Tuesday, September 30, 2002, Town Clerk Patrick Joseph Ward transmitted the

certified results of that recount to the Secretary of the Commonwealth.

On Tuesday, November 5, 2002, the State Election was held. Polling places were open from 7:00 A.M. to 8:00 P.M. A total of 20,637 of the 33,444 eligible registered voters in the Town, or 60.9%, participated in the State Primary.

On Tuesday, November 12, 2002 a Special Town Meeting was convened at 7:20 P.M. The special meeting was adjourned to and dissolved on Wednesday, November 13, 2002 at 10:35 P.M. in order to complete the business of the twenty-six article warrant. Significant actions taken at this special meeting included:

- authorization for the Board of Selectmen to file preapplications and applications for Community Development Block Grant Funds in the amount of \$1,872,000;
- appropriation and transfer of \$17,559 to fund the collective bargaining agreement of Teamsters Local 25;
- appropriation and transfer of \$297,784 to fund the collective bargaining agreement of the Brookline Police Association;
- Zoning By-Law changes creating new definitions for attics and porches and replacing the existing exceptions and exemptions to maximum floor area ratio regulations for residential units;
- a Zoning Map change rezoning property located on the Northerly side of White Place from a G-2.0 to a T-5 zoning district;
- General By-Law change requiring signs for gasoline service stations to clearly distinguish gasoline prices for both the full and self service sale of gasoline;
- designation and retention of Town-owned land at Reservoir Road for park purposes;
- designation and retention of Town-owned land at Monmouth Street and Saint Mary's Street for public community purposes compatible with the operation of Monmouth Park;
- establishment of a Town Meeting Study Committee to compare the organization, practices, policies, and procedures of other communities who have the representative town meeting form of government;
- naming of the Brookline Swimming Pool the "Evelyn Kirrane Aquatics Center" in memory of Dr. Evelyn Kirrane;
- naming of the island at the intersection of Kendall Street and Chestnut Street in memory of Firefighter Joseph M. Tynan, Jr.; and
- acceptance of Section 33A of General laws, Chapter 138 that authorizes the sale of alcoholic beverages to 2:00 A.M. on Sundays and certain legal holidays.

On Wednesday, November 13, 2002, a Special Town Meeting was convened at 7:15 P.M. and dissolved at 9:05 P.M. in order to complete the business of the one article warrant. A significant action taken at this meeting was:

- a resolution opposing any U.S. attack on Iraq until and unless there is clear and convincing evidence of a serious and imminent threat of aggression by Iraq and that the United Nations has determined that collective action is necessary against Iraq.

The Town Clerk's office recorded 616 births in the Town for 2002, pending final results from the City of Boston, a decrease of six births from the previous year. The office also recorded 444 deaths, pending final results from the City of Boston, a decrease of 47 deaths from the previous year. Lastly, there were 468 marriage intentions filed and 446 marriages recorded, pending final results, an increase of 25 intentions and an increase of 12 marriages from the previous year.

2002 Revenues

Conservation Licenses	\$ 644.70
Gasoline Permits	2,100.00
Marriage Intentions	11,675.00
Dog Licenses	15,820.00
Board of Appeals	10,800.00
Certified Copies	25,738.00
Business Certificates	10,255.00
Civil Fines	6,395.00
Passports	11,067.00
Miscellaneous	15,443.73

Conservation Licenses

Fish and Game Licenses Issued	\$11,764.70
Fees Paid to the Commonwealth	11,352.20
Fees Paid to the Treasurer	644.70

Registrars of Voters

The Town Clerk serves as an Ex Officio member of the Board of Registrars of Voters. In 2002, the Board of Registrars implemented and supervised the registration of voters for the May 7, 2002 Annual Town Election, the September 17, 2002 State Primary, and the November 5, 2002 State Election. On Monday, May 13, 2002, the Registrars held an Escrow Ballot Hearing to determine if any escrow ballots cast in Precinct 16 would determine the race for Town Meeting. On Saturday, September 28, 2002, the Registrars also held a recount of the votes in the Democratic State Primary for the Office of Treasurer in Norfolk County. The Registrars recorded 4,580 new active registered voters, processed 2,703 inactive

registered voters and amended 7,396 affidavits of voter registration for changes of party and address. The Registrars also processed 1,911 absentee ballot applications. The 2002 street list population was 56,804, of which 32,530 were registered voters.

Political Parties and Designations

Democrat	15,098
Republican	3,223
Libertarian	86
Massachusetts Green Party	67
Socialist	4
Rainbow Coalition	4
Reform Party	3
Conservative	1
Unenrolled	14,044

Town Counsel

Town Counsel's Office provides a full range of legal services to all Town officials, departments, boards, commissions and employees who are acting within the scope of their employment. Currently, the office is staffed with four attorneys, a senior paralegal/secretary, a junior paralegal/secretary, and a part-time paralegal.

The Town of Brookline is self-insured. The attorneys in this office litigate all cases that are brought against the Town, and on behalf of the Town, in the State and Federal Court systems. They defend the Town in matters involving complex issues such as civil rights claims, breach of contract actions, tort claims, special education appeals and appeals of decisions by the Zoning Board of Appeals. This office represents the Town in all trial courts and in the United States Circuit Court of Appeals, the Massachusetts Supreme Judicial Court and the Appeals Court.

The office provides the Town with representation at administrative hearings and appeals before state and federal agencies, including the Massachusetts Commission Against Discrimination, Equal Employment Opportunity Commission, Civil Service Commission, Industrial Accident Board, Appellate Tax Board and the Department of Education.

Town Counsel and his staff deal with the public on a daily basis in a variety of matters including claims that allege personal injury and/or property damage. Through the Police Department Liaison assigned to the office, monies are recovered from insurance companies for damage to Town-owned property.

The office pursues tax foreclosure proceedings in the Land Court on tax-delinquent properties. Proofs of Claims are regularly filed at the United States Bankruptcy Court so that any outstanding debt owed to the Town is protected.

The office continues to convene G.L. c.41 Medical Panels to review and process requests for reimbursement of medical expenses submitted by disabled retired firefighters and police officers.

The office gives legal advice to Department Heads, Town officials, and employees on a daily basis and provides opinions and support service for the Town's operating departments in matters such as contract drafting, personnel matters, public records requests, and subpoenas. Town Counsel actively participates in the Town's legislative functions, including assisting in the preparation of warrant articles to be presented to Town Meeting and drafting notices and votes for the Town's boards and commissions. Town Counsel and the Senior Paralegal review the Town By-Laws and all amendments proposed and regularly updates them.

Town Counsel, his associates, and staff appreciate the opportunity to serve the Town of Brookline and look forward to the challenges of the coming year.

Human Resources

After several years of transition, 2002 provided the Human Resources Board with our first full year with the new Director of Human Resources and with a full complement of Board members. All Board members are active participants in our meetings and each brings a unique perspective to the Board's deliberations.

In the 2001 Annual Report the Board anticipated that we would be spending an increasing amount of time addressing issues that pertain to the Town's Classification and Compensation Plan. This certainly proved to be the case in 2002. In early January, the Clerical Classification and Pay Study was implemented and the Board turned our attention to the Town's Middle Management, Technical, and Professional workforce, which consists of approximately 60 positions. The Board met with the consultant who was selected to conduct this study and discussed the status

of the study at each of our meetings. In November, the consultant presented her recommendations to the Board for a new Middle Management, Technical, and Professional Classification and Pay Plan. In early 2003, the Board addressed appeals brought forward by employees or department heads regarding the consultant's recommendation. Subsequent to that, the Board approved the new plan in order for the new classification and pay plan to be implemented on July 1, 2003.

In addition to working with the Human Resources Director on comprehensive classification and pay studies for the Town's workforce, the Board has also addressed a number of classification changes that were necessary to implement reorganizations within Town Departments. In our June and July meetings, we reviewed the proposed reorganization of the Finance

Department, including the creation of the new distinct Department of Information Technology and the creation of a Payroll Division within the Treasury Division. These reorganizations required a number of classification changes that were addressed by the Board. Additionally, in accordance with the Human Resources By-law, the Board met with a number of employees and department heads that were requesting that the classification of certain positions be reviewed. In the majority of these cases the Board maintained the presents classification, while making modest adjustments to two positions.

It has now been several years since the Human Resources Board (formerly the Personnel Board) stopped being directly involved in Collective Bargaining. However, we continue to play a vital role in the administration of the Town's Labor Agreements. The Board is responsible for holding hearings, and making determinations, on all second-level labor grievances as defined by the Human Resources By-Law and the Town's Labor Contract. During 2002, the Board held five hearings on grievances. The Board's priority during the grievance process is to ensure that both Labor and Management have a full and fair opportunity to make their cases. Our citizen Board assures an objective process that serves all parties, as well as the community at large. In addition to our role in the grievance process, the Board continues to monitor the status of on-going labor negotiations by receiving regular updates from the Town's Human Resources Director, who is a member of the Town's collective bargaining team.

In accordance with the Town's Human Resources By-Law, the Board provided a comprehensive report to the Board of Selectmen that outlined all of our decisions relative to grievances and position classifications. The Board considers this to be a very important report because we are appointed by the Selectmen and we believe it is important that the Selectmen remain fully informed of the issues that are being brought before us and what decisions we are making in response to those issues. The Board will continue to provide the Selectmen with annual updates of our actions.

In 2001 the Board played an important role in the review and adoption of a Living Wage By-law in the Town of Brookline. By the fall of 2002, the Board was again involved in another issue that had been brought before Town Meeting. This time the issue was the State's Civil Service System and its current impact on

the Town's human resources program. A citizen petition to Town Meeting sought to have a Moderator's Committee appointed to study this issue, but on the recommendation of the Selectmen, all parties agreed to refer this matter to the Human Resources Board. The Board discussed this issue at our meetings in the later part of the year and began planning for an extensive review of this issue in the next calendar year. The Board is pleased that the Selectmen and Town Meeting turned to us as a resource on this issue and we look forward to conducting an informed and productive review of this matter.

In closing, the Board wants to acknowledge the extremely important contributions that have been made to the Town, and specifically to the Human Resources Department, by Maureen McDevitt. Maureen retired in 2002 after more than 42 years with the Town. She worked in the Selectmen's Office at the time when the Personnel (now Human Resources) Department was first created as a distinct office. She played a key role in creating the foundation of our present Human Resources program. Maureen's years of experience and professionalism provided a steady hand during the most recent transition in the Department's leadership. Thank you Maureen, we wish you well.



Human Resources Board (left to right – Randall Ravitz, Jacqueline J. Young, Kenneth Kurnos, Frances Shedd-Fisher, Chair and Edward DeAngelo)

PUBLIC SAFETY

Police Department

With the public dedication and occupancy of the new Public Safety Headquarters Building, we have entered a new phase and a new chapter in the history of the Brookline Police Department. The new Public Safety Facility houses both fire and police headquarters. Furthermore, fire, police, and ambulance dispatching services have been combined in this one location using new civilian dispatchers. The building contains substantial security improvements and is more user-friendly. A joint fire and police training center provides some of the most advanced technologies available. The new building includes a state-of-the-art fitness center for all employees, which provides for the training and fitness needs of all our public safety employees.



Public Safety Headquarters Grand Opening

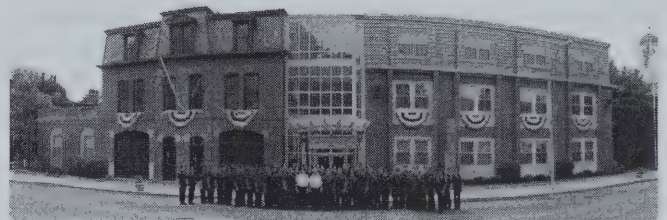
The Police Department, under the direction of Chief Daniel C. O'Leary, accomplished a multitude of goals and objectives during 2002. Because of these achievements, a strong foundation has been built that will assist the Department in meeting the many diverse challenges it faces in the new century.



Civilian Dispatchers

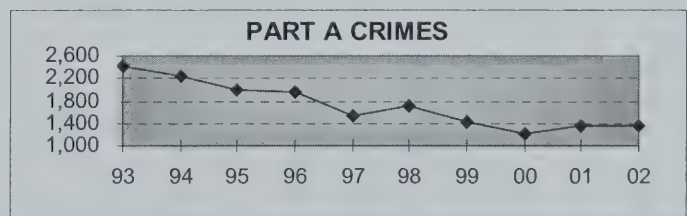
We view our personnel as the most important asset of the Brookline Police Department. Through their outstanding performance, officers consistently

demonstrated their commitment to providing the highest quality of police service to the public. This significantly enhanced our departmental effort to improve the quality of life within our community. Through their expertise, officers continued to build partnerships with citizens in order to improve personal safety, protect individual rights and property, and promote individual responsibility, as well as community commitment.



Public Safety Headquarters with Fire and Police Chiefs and Officers

From 1992 through the year 2000, greater efficiency and effectiveness in utilizing our resources enabled us to maintain a continuous downward movement in our crime rate. However, in 2001, despite our continuing delivery of high-level police services, our Part A crime rate rose for the first time in nine years. This increase in crime was part of a national trend, not just a local phenomenon. Some pundits believe that the downward spiral of the economy has helped precipitate the crime increase. Other experts believe that the early release of dangerous criminals, who immediately return to a life of crime, is partially responsible for the increase. Recidivism is unquestionably a factor in the increased crime rate, both nationally and locally.

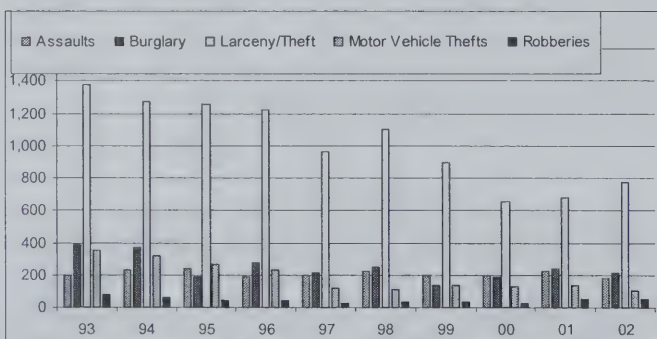


Part A Crimes, which are reported to the Federal Bureau of Investigation each year, are defined as criminal homicide, rape, robbery, assault, burglary, larceny, and motor vehicle theft. At the end of the first six months of 2002, we reviewed the Part A crime statistics and discovered increases in five categories: murder, robbery, burglary, larceny, and motor vehicle theft. At that time, the Police Department undertook progressive

action to address the rising crime problem. Over the last six months, those actions included the Department moving to a new Squad System. These groups, or Squads, are now permanently assigned to a section of the Town and work consistently as a team. This allows officers to be more familiar with problems in their respective areas.

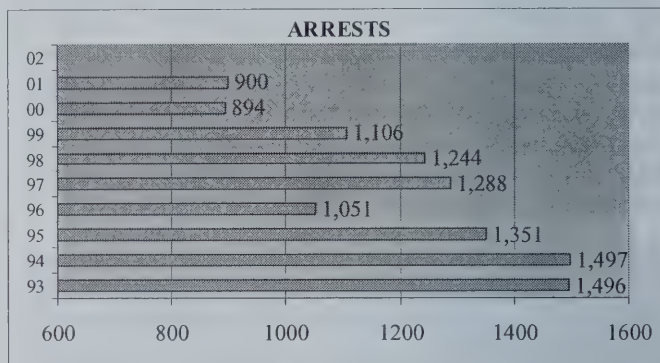
The system also lends to increased accountability, continuity in service, and has given officers a greater sense of "co-ownership" of their beat. Further, by switching to a civilian dispatch program, we have been able to re-deploy additional officers to the street in Squads. Moreover, since relocating back to Public Safety Headquarters, officers are no longer needed to staff the cellblock when prisoners are being held. Throughout the one and a half year renovation project, two officers were needed to guard prisoners at the courthouse, causing an officer shortage on the street. This has now been eliminated. Also, with the addition and training of six new officers, we have improved our staffing levels by having them available for street duty.

With the creation of a Crime Analysis Unit in July, the Department now has an officer dedicated to analyzing crime trends and tracking such things as recent public safety incidents, wanted persons, and traffic accidents. This material is used to assign officers proactively by directing their efforts and targeting their enforcement at the areas they are most needed. Through crime analysis, we are able to utilize our officers more efficiently using multiple patrol strategies such as: the use of officers in plain clothes and the use of unmarked cars in order to deter and arrest criminal offenders. Because of proactive efforts, in the second half of 2002 there have been decreases in five of the seven categories of Part A crimes. Murder, rape, robbery, assaults, and MV theft are all down.



In summation, during 2002, there was one murder. This case has been cleared and the suspect has been arrested. This was the first homicide in Brookline in four years. The year 2002 also saw 10 reported rapes, which is a 33% decrease from the previous year, when there were 15 rapes reported. Further, assaults were down 20% with 182 incidents in 2002 versus 227 incidents in 2001. Burglary was down 10% with 214 incidents compared with the 239 incidents in 2001.

Finally, motor vehicle theft was down 22% with 105 motor vehicles stolen in 2002 compared to 135 vehicles stolen in 2001. In 2002, there were 55 robberies in Brookline, representing a 10% increase from the 50 robberies in 2001. The number of Larcenies increased 14% with 772 incidents this year compared to 678 incidents in 2001. In 2002, we had an overall decrease of five Part A crimes and our total Part A crime clearance rate was 28.75%, which is remarkably efficient when compared to the national rate. During the year our officers arrested 778 persons for a variety of offenses. In 2002, there were 51,084 calls processed by dispatch; this is 27.7% more calls dispatched than last year.



During 2002, the Patrol Division also had a number of accomplishments, such as using sector cars for Curfew Checks to ensure that youths in the Court Juvenile Diversionary Program, ordered to be at home by a certain hour, complied with the court order. Youths not at home when checked by Patrol Officers are reported to the court. This is an alternative to the use of court for youths who have no previous record and have committed certain minor offenses. This program has had an extremely high success rate, meaning most youths successfully completed the program without recidivism. The Division also uses Situational Analysis Response (SAR), which is a problem-solving software program. When we have an increase in citizen complaints, crime, or special situations, with SAR we are able to devise patrol procedures to monitor and solve on-going problems. An additional advantage of SAR is that the system is paperless.

Patrol also continued to administer a training program designed to develop the skills of new police officers. This program monitored our new officers to ensure they were qualified to perform the duties required of a Brookline Police Officer. The Patrol Division continued its high level of rooming house inspections, in conjunction with the Fire, Building, and Health Departments, to check for code violations. We also continued our enforcement program on violations of the Town's Leash Law.

In the past year, 71 liquor establishments were inspected and 16 violations against establishments were investigated. This program identified violators

and cited repeat offenders as well as closely monitored the sale of alcohol, including the use of minors in forty-eight Sting Operations and aggressive follow-up of liquor complaints. We also distributed business crime prevention booklets at community gatherings that advised and educated citizens about crime. We also assigned Operating Under the Influence of Intoxicating Liquor cars on weekends, in order to engage in selective enforcement at both high accident and high OUIL arrest locations. We continued the inspection and patrol of all schools, religious institutions, public buildings, and other vulnerable areas, re-evaluating their security status in order to maintain and ensure proper citizen safety. Defibrillators are now carried in all fifteen of the sector cars of the Patrol Division. Inspectional activities are also essential if we are to continue to maintain the high quality of life within the Town. A Patrol Lieutenant was assigned to the so-called "Ad-Hoc Committee" which investigated illegal rooming houses, building, fire, and other code violations in the Town of Brookline. The inspection of rooming houses (this includes fraternity houses) was continued throughout the year.



Newly appointed police officers

The six recruit officers hired last year have successfully graduated from the Police Academy and are now assigned to the Department's Patrol Division, engaged in their initial field training. Through this FTO Training, they will gain the necessary experience that will allow them to integrate into our highly skilled professional police force. However, due to the retirement of six officers during the past year and an anticipated two or three more officers this year, our staffing needs are again depleted, and if possible we will have to hire new recruits to replace these officers in 2003. This is a continual problem all police departments face. Replacement hiring and training takes approximately one year. This time period is needed for a new officer to be ready to start the probationary process and to be fit for street duty. Our experience has been that as soon as we hire and complete the training of officers, other officers have retired and it is necessary for us to start the process all over again.

During the past year we obtained \$445,462 in Federal and State grant monies. When combined with the \$851,000 from 1998, the \$482,871 from 1999, the \$640,071 from 2000, and \$241,961 for 2001, the past five years has seen Brookline receive \$2,661,365 in Federal and State aid. These monies have helped finance a number of departmental programs and equipment such as:

- Federal Local Law Enforcement Block Grant Program
- State Community Policing Grant
- D.A.R.E. Grant
- State and Federal Domestic Violence Grant Programs
- Federal School-Based Partnership Sexual Assault Grant Program
- Federal School-Based Partnership Substance Abuse Grant Program
- Pocket Cop System for handheld Palm Pilots
- New bulletproof vests for all Brookline Police Officers
- New Windows based NT computer System which replaced the obsolete ten year old Wang system
- Digital Mug-shot and Booking System, which includes an Interface with the Arrest System
- Digital Darkroom, which eliminated the need for film photography and allows electronic transmission of photographs, reports and fingerprints to other Criminal Justice Agencies. This includes an automatic backup system.
- Superior Officer Training in Changing the Organizational Culture of our Department
- In Car video camera system
- Power Point Presentation System
- Problem Solving Software and Hardware System
- New Parking Ticket System
- Evidence Tracking System
- Detective Case Management System
- Detail Assignment and Billing System
- Field Interview System
- Restraining Order Tracking System
- Towed Vehicle System
- Incident Management System
- Police Scheduling System
- Rape Aggression Defense Program (RAD)
- New Computer Aided Dispatch System
- Live Scan Fingerprint System was interfaced to the State Database, which allows us to obtain a positive identification of any subject arrested, who is in the Massachusetts or FBI database; the search takes less than 10 minutes.

There have been notable accomplishments in other areas as well in 2002. The Department created a Notes System to add internal mail, calendar, and database capabilities to the force. The system uses Lotus Notes as its main software package and gives us access to the Boston Police Youth Violence Strikeforce, whose database has over 40,000 field interviews, profiles, and vehicle reports. We expanded the Pocket Cop System that allows handheld Palm Pilot Computers to connect to the Department's server, the Criminal History System's Board (CHSB), the Law Enforcement Automated Processing System (LEAPS), and the National Criminal Information Center (NCIC) systems. We provide our foot patrol officers, specialized units, and detectives with Pocket Cop which allows them access to information they did not readily have in the past. Further, it frees dispatchers from having to provide officers with this information.

We also have created an interface between the Police Department database and the Town's mapping capabilities to more thoroughly analyze our crime problems. The Department also received funding through the Executive Office of Public Safety for anti-terrorism planning such as development and utilization of a mapping program linking Town GIS data to the Department's crime and intelligence databases. This system will be used by the previously mentioned Crime Analysis Unit. In addition to that, all supervisors were trained in the command and control of major incidents involving multiple agencies.

During the year, the Criminal Investigation Division made significant progress in a number of areas. First, it upgraded departmental guidelines for proper collection, preservation, and storage of potential DNA evidence so that it can be properly submitted to the State Crime Lab. It also maintained the Department's terrorist intelligence system at the highest state of readiness, through collaboration with the joint State-Federal Anti-Terrorism Task Force, and continued to monitor the activities and environment of all women's healthcare clinics in the Town. Brookline's Livescan Fingerprint System was interfaced with the state database, thereby allowing the Department to make a positive identification of any subject arrested who is in the Massachusetts or FBI Database.

Further, all active 209A orders have been entered into the in-house computer system. This information is accessible to all officers and provides information on the order that can be cross-referenced by plaintiff and defendants. The Division, through its pro-active Warrant Apprehension System targeted subjects wanted for Part A crimes, in order to significantly reduce

recidivism. In the past year, over 100 warrant apprehensions were cleared through this program. We also continued to track offenders living or working in Brookline, who had recently been released from correctional institutions. The Detective Division continues to screen serious cases in order to ensure that cases are assigned to personnel according to their specific skills and training.

The current equipment of the Patrol Division, Criminal Investigation Division, and other units was augmented by the Community Service Division thoroughly analyzing the present lethal and non-lethal weapons capability and recommending appropriate improvements, where necessary. In conjunction with this, they certified the Department in the use of Pepperball and deployed it.



D.A.R.E. Summer Basketball Camp

The Division also procured sufficient outside funding for the renewal of D.A.R.E. activities like the Summer Basketball Camp that runs two weeks in August; a number of students participating in trips to the Norfolk County Jail that included sixth grade students town-wide; and organization of a mid-Spring safety seminar that included child seat checks and education, bicycle registration, helmet giveaways, and a fingerprint/photo program for children. Schools and community groups were invited to set up booths on safety topics. Further, three officers were trained as Crime Prevention Specialists and security surveys were offered to Brookline residents and businesses. Five RAD classes were conducted for female residents and students, with each class consisting of three evenings. The Community Service Division also instituted an ecumenical Chaplain program for the Department.

An annual department-wide evaluation was conducted by the Training Division, which allowed proper determination of the training needs for all members of the Department during 2002. Each officer received a minimum of 48 hours of In-Service Training throughout the year. Officers

received instruction and training in the following core areas: CPR/ First aid; day and night firearms training; lethal force decision making through the use of a Firearms Automated Simulator; use of force and defensive tactics; use of the new CAD System; identification of community problems and skills necessary to solve them; suicide prevention; how to use the resources of the statewide mental health system; and proper instruction in the mandatory reporting law on domestic violence. Over the last year, police officers have been trained in the use of defibrillators as well. In partnership with Fallon Ambulance Company, 15 defibrillators have been deployed in front-line cruisers.

In the past year, the Division sponsored two Citizen Police Academies that educated 42 citizens from our community. These people were familiarized with all of the operations of our Department. We also continued our High School Citizen Police Academy Program and this was the fourth year that we held a Senior Citizen Police Academy. Approximately 400 citizens from our community, ages 16 through 90, have graduated from our Brookline Police Citizen Academies. Our Academies continue to be a model for other police departments interested in starting similar programs.



Citizen Police Academy

Our DARE Program taught the Sixth Grade DARE Curriculum in all of our grammar schools and the DARE High School Curriculum in the Ninth Grade at Brookline High School.

Also, in partnership with the Brookline Probation Department, we have continued the Department's Graffiti Initiative Program. Through this program, individuals whose court probation includes performing community service are used to remove graffiti from around the town. These subjects are supervised by police officers on Saturday mornings and after school while performing their community service.

The Department also collaborated with both schools and social agencies in furthering the prevention of domestic violence through intervention and education. We actively participated in the Brookline Domestic Violence Roundtable on a Domestic Violence Intervention Project, which educates children about this devastating crime.

In all activities within our Department, partnership and crime prevention are extremely important factors. Through the building of partnerships, we have been able to provide a number of community programs and services. This year we partnered with the Anti-Defamation League and we are now one of the few communities in the State certified as a "No Place For Hate Zone."

In cooperation with town business people, the Brookline Health Department and the Brookline Rotary Club, we operated the Operation Conehead Program, which is designed to encourage the wearing of helmets by youths when riding bicycles. We also conducted our Fifth Annual Bicycle Rodeo with over 100 participants receiving education in bicycle safety.

Through the promoting of various instructional seminars and meetings, the Community Service Division has expanded our Neighborhood Crime Watch Program. The Domestic Violence Roundtable, which includes 36 different agencies, continued its pro-active activities in assisting victims of crime. The Department also continued its weekly half-hour Brookline Police Access Television call-in-show, titled "Blue View." This program discussed many of the major issues facing our Department and the community.

The Community Service Division developed the "Blue Note," which is an internal departmental newsletter that profiles individual officers and their careers. It also reports important accomplishments and milestones, both personal and professional, and reinforces the morale of the Department through the sharing of information and experiences.

The Traffic and Parking Division was active during the year maintaining selective enforcement in various neighborhoods, providing traffic control for major construction projects, parades, celebrations, memorials, walks, road races, sporting events, providing instruction for junior operators at Brookline High School, and providing school bus safety inspections and instruction. Traffic also continued close inspection and supervision of Taxi service in the Town, implemented a Guest All Night Parking Program, and conducted seatbelt/child occupant restraint safety clinics. We also continued our Operating Under The Influence of

Intoxicating Liquor Enforcement Program. During the year, nine Parking Control Monitors were hired to enforce parking regulations, especially in commercial areas. The Department purchased computerized hand-held ticketing machines for the Parking Control Monitors, which has increased their efficiency, accuracy, and saves time internally through the automatic downloading of information to the Traffic Division's Server. In addition, parking tickets can now be paid on-line.

In partnership with the School Department, we have further developed our School Bus Safety Initiative Program. In this program, our Safety Officer rides school buses in order to observe operation and to correct any present or potential safety problems. The Safety Initiative Program also includes another police officer who follows along behind the school buses in order to cite any public safety violations. A companion program to our School Bus Program is our continued inspection of the interior, exterior, and mechanical safety of all licensed Brookline taxis.

The initial training of all Public Safety Dispatch Personnel has been completed. Where necessary, older procedures have been upgraded and new ones developed for day-to-day operations. This Division has assumed the responsibility for dispatching needed equipment for emergency medical runs and has developed policies and procedures to ensure maximum efficiency. The Dispatch Center has recently begun Emergency Medical Dispatch, a system that allows the call taker to guide a caller through life-saving techniques over the phone until emergency response units arrive on the scene. They have assessed the communications system for strengths and weaknesses in order to develop an emergency operation plan in the event a mass casualty incident should occur, and reviewed the operation and equipment in the dispatch center making necessary improvements and upgrades. The Department has conducted on-the-job training to improve the skills of the dispatchers and their knowledge of the equipment and has assumed command of the dispatching of Fallon Ambulance Service in addition to Fire and Police services, thus improving Public Safety service.

One of the many ways we are reaching out to the community is through our Web Site, www.brooklinepolice.com. In addition to the seven major sections that can be explored on our web site, there exists a News Section, Crime Updates, a Most Wanted Section, a Moving Violation List, an Arrest Log, and a Police Advisory Section.



Officer of the Year Award

The Brookline Police Department is dedicated to increasing its Community Policing activities and its service to all people living, working, or visiting in the Town of Brookline. It is the embracing of the previously described Community Policing activities that enables us to prevent and reduce crime and to assist in maintaining the exceptional quality of life throughout the Town.

Most of the functions of the Brookline Police Department cut across the organization and impact all divisions, which is common not only inside our Department, but with other agencies as well. The most recent events in our country have served as a reminder that our Department must work as a team for success.

Shortly after the attacks on America on September 11, 2001, a group of Department Heads convened in what was the initial meeting of the Town of Brookline's Emergency Management Team. Simultaneously, a team of four police officers was assigned by the Chief of Police to provide support and assistance to the Emergency Management Team and to follow through on requests from them. Since September 11, 2001, the police team has reviewed current emergency plans, identified areas that need improvement, identified potential targets, reviewed building layouts, and where necessary made recommendations for adoption by the Town. This also resulted in all officers receiving In-Service Training in the handling of anthrax and other hazardous materials, and in the issuance and distribution of Special Orders and Informational Bulletins, as needed.

On February 21, 2002, Chief Daniel C. O'Leary submitted the Brookline Police Department's "Best Practices of Community Policing in Disaster Prevention/Response and Emergency Preparedness" paper for consideration in the U.S. Conference of Mayors publication of this year's "Best Practices" Edition. On July 31, 2002, Brookline was awarded "Best Practice" by the U.S. Conference of Mayors.

This winning program had first established a Critical Incident Task Force (CITF) responsible for developing emergency response protocols, identifying training needs, and implementing prevention strategies for both the Department and the community. The CITF's goal was to decrease vulnerability as well as ensure a quick, efficient response in the event of crisis. CITF works closely with the Town Emergency Management Team.

One of the CITF's first duties was to conduct an assessment of potential targets within the community. Once identified, they used numerous strategies to harden these targets. Recognizing that terrorism is not the only threat facing our community, the CITF expanded its efforts to address a variety of incidents that require coordinated and sophisticated responses. Training needs were identified and the following programs were developed to address several key areas of preparedness for Brookline police officers: Bombs and Bomb Threats, Chemical/Biological Incidents, Active Shooters/Rapid Deployment, Civilian Mobilization, and Critical Incident Negotiation/Hostage Situations.

Working closely with the Town's Emergency Management Team, the Brookline Police Department has coordinated its law enforcement efforts with the Town's emergency plan. The Department coordinated early on with all Town agencies, not just other public safety providers. The Department also worked with neighboring cities and towns, opening lines of communication, and sharing information with other emergency planning/prevention teams. It is essential to

coordinate efforts on a multi-jurisdictional level in order to avoid duplication of effort and to be privy to all available ideas.

In the interim, we have taken other proactive steps to improve our safety such as linking to the State and Federal warning system that provides us with Terrorism Updates, participating as an active member of the Joint Terrorism Task Force, and purchasing new equipment to assist us in our anti-terrorism activities.

In an effort to maximize the use of all the advancements discussed above and the volume of crime and administrative data that is compiled on a day-to-day basis, the Department will be instituting a Community and Organizational Problem Solving (COPS) program. COPS will involve regular meetings of the Department command staff and will focus on issues such as community concerns, crime and disorder patterns, staffing, and personnel issues. With a focus on accountability and information sharing, this program will be much like the COMPSTAT programs around the country. As we move forward into 2003, we are raising the bar on the services we provide to the community. The above are just some examples of the exciting changes you can expect to see as the year progresses.

Fire Department

The Brookline fire department is composed of six divisions with a total authorized strength of 161 uniformed and seven civilian personnel. It provides Fire Suppression, Rescue, Fire Prevention, Safety Education, and Emergency Medical services to the citizens and visitors to our community.

Administrative Division

The Administrative Division consists of the Chief of the Department, a Captain, an Office Manager, and two Senior Clerk Typists.

There were eight retirements in the year. Deputy Chief Joseph McQuade retired on March 31 after a 33 year career and having served as a Deputy Chief since 1989. Captain Edward Roach retired on August 31 after 36 years of service. Lieutenant Robert Flaherty retired on Jan 31 and Lieutenant James Flynn retired on July 31, each with 36 years of service. Firefighters who retired were: Thomas Langdon, Brian Conry, Joseph Walsh, and John McCarthy.

To fill the officer vacancies due to the above retirements, the following members were promoted: Firefighter Robert Nelson was promoted to Lieutenant on April 8, Captain John Green was promoted to Deputy Chief, Lieut. Paul Sullivan was promoted to Captain, and Firefighter Daniel Carroll was promoted to Lieutenant, all on May 27th. Firefighter Christopher Merrick was promoted to Lieutenant on September 16th, and Lieutenant Michael Graul and Firefighter Ronald Cronin were promoted to Captain and Lieutenant on October 28.

Four Firefighters were appointed on August 12th. Gerald Alston, Owen Thompson, Stephen Nelson, and John P. O'Leary were placed in companies in early October after completing recruit training.

The Administrative and Fire Prevention Divisions moved back to our renovated Washington Street Headquarters building on April 5th. The facility had a formal ribbon cutting and dedication in conjunction with

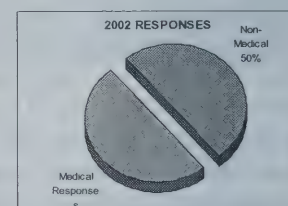
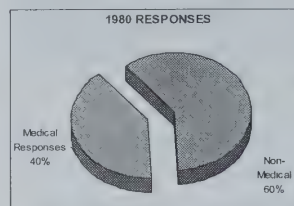
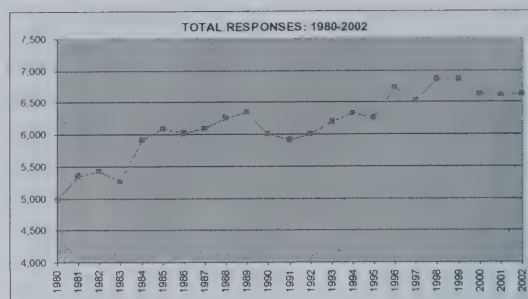
the Flag Day Parade on June 17. The building has met all of our expectations and is a pleasure to work in.

The landing of a large military helicopter at Parsons Field on Kent St. in preparation for a Presidential visit to the area on January 5th resulted in severe injuries to four firefighters. The firefighters, who were part of the aircraft standby response were struck when a structure on the field was blown off of its foundation by the downdraft. All four received injuries, three of them severe enough to be unable to work for the remainder of the year.

Emergency Management

The Emergency Management Team, comprised of the heads of several departments and divisions, has been meeting on a regular basis throughout the year. A number of training programs have been initiated in response to the Pentagon and World Trade Center attacks and the awareness of the potential hazards that exist from potential terrorist actions. Tabletop training exercises have been held involving Town and School personnel to provide awareness of a variety of emergency situations that could be encountered in the community. Additional conferences and training programs have been attended by members of the Fire, Police, School, and Public Health Departments. The Comprehensive Emergency Management Plan has been reviewed and updated. A needs assessment was made of the High School for use as a community shelter by a specialist from the Massachusetts Bay Chapter of the American Red Cross. His recommendations will be used by the Team to make the facility a suitable resource for the community should a shelter need to be placed in service.

The Team is presently working on the development of an Emergency Operations Center (EOC) which would be located at the Hammond Street DPW facility. The purpose of an EOC is to provide a location for coordination of resources and decision making in the event of a major event or disaster in the Town. An occurrence of this nature may involve multiple agencies responding from within and outside the Town. The ability of multiple agencies to communicate and work together from one location is essential for the successful outcome of the response effort for an event of this type.



Fire Suppression Division

The Fire Suppression Division is the largest component of the Department and is charged with providing fire and emergency response services to the community. There are four work groups, each under the direction of a Deputy Chief, which staff five fire stations and man two Ladder Companies, five Engine Companies, and a Command Vehicle. Seven Captains, 21 Lieutenants, and 120 firefighters comprise the authorized strength of this division.

The Department responded to 6,632 incidents in 2002. This was a slight increase from 2001. Emergency medical related incidents composed 3,291 (49%) of the Department's responses.

A new 1,500 gallon per minute pumper was received in September and assigned to Engine Company 6 on Hammond Street. As this company is located the furthest from any of the other stations, it can be operating alone at a fire before backup assistance can arrive to assist with water supply or ladder service. The new vehicle was purchased with a larger (750 gallon) water tank and longer ground ladder than is standard with all of our other pumping equipment. The 10-year-old pumper at Station 6 was reassigned to Station 1, as Engine 1, where it replaced a 22-year-old vehicle.

Also entering service this year was Rescue 1, a vehicle designed to carry the Department's MBTA rescue equipment as well as other specialized equipment. This replaced an obsolete vehicle that was unsuitable for the purpose and which has been disposed of. This new vehicle was constructed using a Mack tractor which formerly pulled one of our aerial ladders. It was modified by the addition of a Rescue style body by Middleboro Fire Apparatus for approximately one-third of the cost of a new truck of similar specifications.

The number of severe fire incidents remained low with only one multiple alarm fire occurring in the year. On April 25, a two-alarm fire, which was believed due to a faulty fireplace, occurred in a three-story multiple dwelling on Naples Rd. A number of other fires were contained before spreading from the area of origin due to our ability to respond quickly with sufficient manpower to carry out the multiple functions of search and rescue, fire attack, water supply, and ventilation necessary for a successful outcome. In May, two firefighters and two fire companies were commended by the Board of Selectmen for their actions when an elderly resident was rescued from her burning apartment on Parkman Street on March 23, 2002.

Fire Prevention Division

There are a Deputy Chief, a Lieutenant, and two Firefighter/ Inspectors staffing the Fire Prevention Division. The Division has the responsibility of overseeing the enforcement of Massachusetts Laws and Codes that involve fire safety. They work closely with the Building Department on plan reviews and inspections for all new and renovated buildings. The members of this Division also perform investigations as to the origin and cause of all building fires and any fire of suspicious origin. All members take part in continuous training throughout the year through programs run by the State Fire Academy, Fire Prevention Association of Massachusetts, Metro Fire/Arson Investigators Association, and the Massachusetts Chapter of the International Arson Investigators Association. This office schedules and coordinates approximately 1,000 smoke detector inspections each year. These are mandatory when a residential unit or home is sold. In addition, the annual inspections for Health Care facilities, Hotel and Lodging Houses, and other mandated inspections are conducted by the members of this division.

The Metrofire Fire Safety Trailer was set up as part of the Flag Day celebration and the Department's S.A.F.E. (Student Awareness of Fire Education) instructors provided fire safety education and literature to many of those attending. The Department was once again the recipient of The Life Safety Achievement Award issued by the State Fire Marshal and Residential Life Safety Institute, for keeping the community free from fire deaths.

Training Division

A Deputy Chief, a Captain, and Lieutenant staff the Training Division. This Division is responsible for initial recruit training as well as the continuing education and training needs of the Department. In addition, this Division works with the Maintenance Division to conduct the required testing of hose, ladders, and apparatus and evaluates new equipment and appliances for suitability of the Department's needs.

A recruit academy was conducted from August through October consisting of firefighters from Milton, Newton, and Brookline. This extensive training program was provided by the Training Division staff, as well as instructors from the Mass Fire Fighting Academy and Newton Fire Department to meet the requirements of the National Fire Protection Association Firefighter I & II levels. Additional training in MBTA emergencies, gas, and electrical utilities emergencies, emergency medical care, and hazardous materials were also part of the curriculum. Once again we were fortunate that a building scheduled to be demolished was made available to the Department to allow both new and experienced personnel to practice their skills in a realistic but controlled environment.

Two EMT refresher classes were conducted in the year in conjunction with Fallon Ambulance. All EMT's who were due for recertification were able to fulfill recertification requirements by the programs conducted through the Division. All Department members were re-certified in Cardio-Pulmonary Resuscitation (CPR) and in the use of the semi-automatic defibrillators carried on each piece of fire apparatus. Specialized training classes in ice and water rescue, foam operations, and auto extrication are typical of the programs conducted throughout the year at our training facility.

The Department received a decontamination trailer from the Department of Fire Services and Massachusetts Emergency Management Agency. It is designed to allow the controlled decontamination of a large number of people in the event of an accidental or intentional event involving chemicals or other toxic agents. The funding was provided through a Department of Justice grant to the State and this unit is one of over 90 that will eventually be in service throughout the Commonwealth. Joint training with the Newton Fire Department on mass-decontamination procedures commenced in the Fall, with both Departments completing a program developed by the Massachusetts Firefighting Academy.

Apparatus Maintenance Division

This Division is staffed by a Motor Equipment Foreman and Motor Equipment Repairman. They are responsible for the repair and servicing of our seven first line pieces of apparatus, reserve apparatus, and various staff and auxiliary vehicles. Small equipment such as nozzles, hose fittings and appliances, hand and power tools, and the breathing apparatus are maintained and repaired by this division.

Annual pump testing was conducted for the first-line and reserve pumping equipment. Both mechanics attended pump maintenance school at the Hale Pump plant in Pennsylvania. A new 1,500 gallon per minute stainless steel fire pumper was received from the Sutphen Corp. of Amlin, Ohio. The construction of this unit was monitored closely and the final factory

independent laboratory testing was witnessed by the Superintendent and Fire Chief. Upon delivery, a factory engineer provided initial instruction to the Department and additional training was then provided by the members of this division and the Training staff. Specifications for the next piece of pumping apparatus which was funded at the Spring Town Meeting were drawn up.

The self contained breathing apparatus air compressor located at Station 5 has been serviced and tested. Quarterly air samples have been independently tested with good results. The breathing apparatus test stand has been rebuilt and recalibrated by the manufacturer.

Fire Alarm and Communications Division.

The Fire Alarm and Communications Division consists of a Superintendent of Fire Alarm who is assisted by a Signal Maintainer. Patrick Carroll was promoted from Signal Maintainer to Superintendent to fill the vacancy due to the retirement of Kenneth Varum in December of 2001. Brian Slavin was appointed in April to fill the Signal Maintainer position, transferring from the Department of Public Works.

The Division's responsibilities include the maintenance and testing of the municipal fire and police signal systems, installation of mobile radio equipment, maintenance of the fire department portable radio

equipment, electrical repair work in the fire stations, and coordination with fire alarm contactors for connections for public and private buildings to the municipal system.

The relocation of the communications system and fire alarm and police signal equipment from the temporary facility at the Old Lincoln School was coordinated by this division. The relocation of the division from temporary quarters at Station 4 back to Washington Street was delayed, as the office and shop spaces had been used as construction offices for the Headquarters building project and needed to be modified prior to their return. It is anticipated that once the work in the office and shop spaces is finished early in 2003 that the move will be completed.

Several new properties were connected to the municipal alarm system and two were removed from the system. Four thousand feet of new cable were installed around the Town. The cable circuits and boxes on the system have been entered into the GIS system to allow a detailed system map to be created. This will assist in trouble shooting open circuits and grounds.

Building Department

The Building Department's charge is to oversee all construction, alteration, repair, and demolition throughout the Town. The Department reviews and issues permits for construction, repair, remodeling, and demolition and also issues certificate of compliance and occupancy, in addition to enforcing by-laws and regulations related to zoning, building, plumbing, gasfitting, electrical, fire safety, sprinklers, and demolition. The Department performs annual inspections of lodging houses, places of assembly, parking facilities, and common victualler locations prior to their license renewal.

This Department is also responsible for the repair and maintenance and capital improvement program for town and school buildings. Lastly, the department is responsible for the daily operation of the Town Hall, the Health Center Building, and the Public Safety Headquarters building.

The Building Department issued 5,770 permits in 2002. There were 16 new buildings built, 45 additions, and 1,021 alterations permits issued along with an enormous number of other permits issued for various other types of building construction.

This was another busy year for the Department, as evidenced by the following:

- Completion of renovations/adaptive re-use of the former Town Barn on Cypress St from the previous industrial garage into commercial office space
- Continued the construction of the Webster Street Hotel, which is expected to open the Spring of 2003.
- The Dexter School completed a new five story Educational Facility which included an Astronomical Observatory, Science Laboratories, Cafeteria, and an Auditorium.
- The recently renovated Public Safety Building Headquarters for Fire and Police on Washington St. has been completed and was dedicated on June 17, 2002.
- A new building containing 44 residential dwelling units at 77 Marion St has been completed.
- A new building containing 14 residential dwelling units is nearing completion at 1140 Beacon St.

- Construction started for a new building containing 49 residential dwelling units at 110 Cypress St.
- Construction is well underway for a new building containing 23 residential dwelling units at 630 Hammond Street.
- Completed renovations at the Main Library on Washington St.
- Construction of a new building as a Sanatorium and Religious Facility is nearing completion at 910 Boylston St.
- Architectural access improvements for wheelchair accessibility were completed at the Putterham Meadows Golf Course on the West Roxbury Parkway and are nearing completion

at the Soule Recreation Center on Hammond Street.

- Construction started on renovations and additions to the Lawrence School on Francis St.
- Renovations and additions are well underway for Wheelock College on Hawes St.
- Construction started for a new building containing 12 residential dwelling units at 191 High Street.

The following permits and certificates were issued in 2002:

PERMITS AND CERTIFICATES ISSUED BY THE BUILDING DEPARTMENT

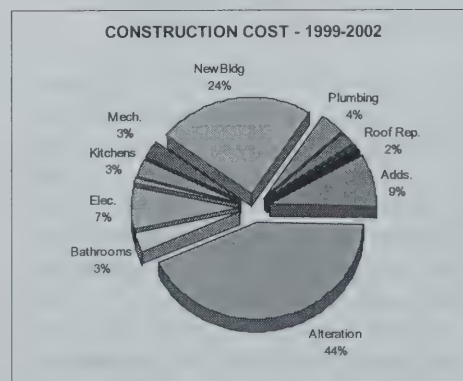
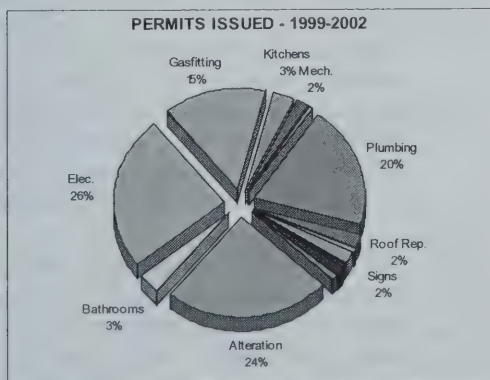
Type of Permit	1999		2000		2001		2002	
	Number	Construction Cost	Number	Construction Cost	Number	Construction Cost	Number	Construction Cost
Additions	45	\$11,397,701	42	\$6,701,099	52	\$19,008,851	45	\$4,948,994
Alteration	1,166	\$48,923,936	1,891	\$51,824,598	1,634	\$68,854,103	1,021	\$41,158,154
Bathrooms	212	\$4,918,855	179	\$3,416,387	191	\$3,626,613	172	\$3,397,490
Electrical	1,389	\$8,061,251	1,671	\$9,947,607	1,563	\$8,196,209	1,204	\$8,439,779
Gasfitting	803	\$1,001,113	867	\$1,030,758	951	\$1,257,242	871	\$1,055,837
Kitchens	176	\$4,151,590	189	\$3,509,407	173	\$3,809,100	166	\$3,524,560
Mechanical	133	\$2,690,964	124	\$3,170,486	123	\$3,228,737	116	\$5,866,735
New Building	18	\$26,406,600	73	\$29,260,879	32	\$37,829,191	16	\$21,161,000
Plumbing	1,160	\$3,986,300	1,160	\$4,685,325	1,198	\$4,129,577	1,066	\$5,601,741
Roof Repair	109	\$3,451,116	173	\$2,952,629	150	\$2,558,750	121	\$2,615,875
Siding	13	\$200,387	20	\$280,941	36	\$632,782	19	\$247,925
Signs	142	\$112,742	94	\$58,540	91	\$79,700	130	\$121,895
Sprinkler	19	\$916,800	6	\$486,750	21	\$333,550	13	\$109,310
Swimming Pools	4	\$153,000	13	\$329,349	6	\$447,000	4	\$197,000
Temporary	2	\$19,000	76	\$397,540	5	\$13,845	5	\$31,800
Temp. Tents	103	\$154,464	144	\$1,134,781	31	\$138,925	31	\$138,937
TOTAL	5,494	\$116,545,819	6,722	\$119,187,076	6,257	\$154,144,175	5,000	\$98,617,032

OTHER CERTIFICATES ISSUED

	1999	2000	2001	2002
Occupancy Certificates	216	324	337	232
Certificate of Inspection	389	398	284	316
Builders Licenses	167	202	155	158
TOTAL	772	924	776	706

The pie charts below show the percent of each of the categories comprise, both in number of permits

(left) and the associated construction (right), for the period 1999-2002.



Public Buildings

The Public Buildings Division of the Building Department is responsible for all repairs, maintenance, rehabilitation, and general upkeep of all Town and School buildings. The support staff provided services to all the Town and School buildings. The Tradesmen helped with many small to medium projects as well as providing daily routine repair services and emergency calls. Generally, large-scale projects and preventative maintenance is performed by outside contractors.

Also, specialized services such as burner maintenance, fire alarm, and glazing services are performed by outside contractors. Approximately 2,000 service orders were issued last year to outside contractors.

There was a great amount of work done in the School Buildings.

- The Baker School had its playing field repaired by the Town. The contractor originally hired to do the work did not install the field properly. The Town held back monies to repair the field on its own.
- The Baldwin School had its programs moved around internally with the Daycare Program and the Winthrop House exchanging classrooms.
- The Devotion School had the old home economics space dismantled. A new wall was installed towards the back of the space and a new classroom/teaching area was made.
- Installation of many interior partitions was done over the summer in order to create better learning environments for the children. Many areas were painted and the teacher's room had a new kitchenette area remodeled. Included were new fixtures, cabinets, and a sink. Another major project completed was the installation of a new network for the computers, allowing for each room/office to have access to the Internet and intranet.
- The Driscoll School had some of its CIP plans put on hold, as an architect was hired to do a thorough feasibility program incorporating all the needs of the buildings. That study proposed \$7-\$14 million worth of repairs. The Town and Schools are presently examining the document and preparing a course of action for the renovation of the building. In the meantime, routine upkeep is required. The staff removed equipment from the kitchen to make a new space and many rooms were

carpeted. The full-time painters and part-time summer helpers painted many classrooms.

- The Heath School had its bathrooms upgraded. New ceilings were installed along with new toilet partitions. A new sprinkler system was installed over the summer, making the building fully sprinklered. Many areas had new bulletin boards, white boards and green chalkboards installed.
- For the Lawrence School, the Building Department gave the building over to the General Contactor, Sciaba, to begin the renovation project. In the meantime, staff and students were relocated to the Old Lincoln School on Boylston Street. The school, as has been done in the past, was modified to meet the needs of the School Department. In April, the Police Department and Fire Department vacated the building and moved their operations to the new Public Safety Building. This included making alterations to classrooms that were turned into offices, creating new teaching spaces, carpeting, painting, and a general cleanup of the building. An elevator installation project has been put on hold pending the decision for future projects.
- All major work at the Pierce School has been put on hold indefinitely. This would include an elevator for the Pierce Primary and a new HVAC system for both buildings. Under review is whether to allow for a total renovation of the building. The Pierce School Task Force is requesting that an architect be hired to do a complete feasibility study, in lieu of doing the planned construction projects already slated. The School Committee and the Building Commission are reviewing this new idea.
- New Lincoln School had roof and gutter modifications done on the rear side of the building. Plans are being made to replace the gas burners on the boilers with dual fuel burners to conserve costs for fuel, plus allow for back-up alternate fuel.
- The Lynch Recreation Center had all new windows installed this summer. The windows were put in the original openings, thereby allowing flexibility without disrupting the schedule for the summer. The third floor bathrooms were re-tiled and painted.
- The Runkle School had many classrooms carpeted and a number of areas painted. A keycard security system was made active for the front door, which will eventually be expanded. A new computer network was installed using monies that were donated,

bringing the school into the 21st century for technology.

- With the High School Renovation Project completed, several important programs that were held over are now being pursued. These include the completion of the energy management system, the completion of the heating system, and general completion of punch list items. At the Phys Ed building, a new ramp was installed that meets all current ADA and Massachusetts Buildings codes. A new camera system was installed into the Phys Ed building by the Town electrician, which connects directly into the intranet, thereby giving the School Department better management over the building. The security can be monitored using the 16 cameras that have been strategically placed around the building.

For the Town Buildings, the Public Building's Division performed the same type of basic upkeep of the buildings – as in the Schools – plus performed a number of CIP and routine maintenance jobs.

- The Eliot Recreation Center served as the new home for the Recreation Department while the Soule Recreation Building was renovated. With that renovation complete, the Recreation Department will re-activate programs and expand their use of the facilities.
- The Soule Recreation Building had a new elevator installed, plus all areas were painted, carpeted, and brought up to code. To keep costs down, many small jobs were done by the Building Department staff using their own skills and equipment from other construction jobs. An energy management system was installed using spare parts from other buildings being renovated. A burglar alarm system was installed by using the main panel that was at the Main Library.
- At Town Hall, new furniture was installed at those offices that did not get furniture in the past. New partitions were installed in the Comptroller's Office, Selectmen's Office, and the Assessor's Office. Although the building is slated for an upgrade, this work will not be done for several years.
- The Health Department received a grant from the state to assist with the feasibility study for the building. This \$25,000 grant will allow for "green" energy efficient designs to be part of the final proposal. It was decided that the feasibility study for the Town Hall and the Health Department be combined into one to

save on costs, and the overall plan might be better aligned in case people are temporarily relocated. A request is out now for an architectural/engineering firm to perform the feasibility design of both buildings

- The Town Tradesmen's shops at the Larz Anderson Park have been completed. Two existing buildings that were in severe disrepair were repaired, including new roofs, heating systems, wiring, and paint. The Tradesmen themselves did most of the work. These two buildings will be the shops for the carpenters, painters, and electricians.
- The Swimming Pool had its showers renovated and new ventilation systems were installed over the summer. New handicap toilets, showers, and access doors were installed. Another project that will start shortly will be the replacement of all the lockers in both sections of the pool.
- The Putterham Golf Course was recently rehabilitated. Included in the project were new boilers, renovations to locker room, toilets, a new kitchen/café area, and a new elevator.
- The Main Library is now open after its renovation project. The entire building has been brought up to code including new elevators, fire alarm and security systems, and heating systems. A new roof was placed on the rear of the building to allow for office spaces. The entire building was recarpeted and painted.
- The Town, in concert with the Historical Society, hired a new museum curator for the Devotion House, located next to the Devotion School. The Society will work with the Town to prepare plans for upkeep and on-going maintenance of its historical buildings.
- The house at 27 Ackers Ave., which was renovated by the School Department, was recently leased to a tenant. The tenant will maintain the property, plus provide the Town with rental income.
- The Town's electricity contract with Exelon ended in March of 2003. Much work has been performed on the successor contract, but due to international events and the extremely cold winter, the price of electricity has been high, and the Town has decided to continued getting prices instead of signing at such high rates.

The Town received money back from NSTAR in the amount of \$15,000 for the energy

efficient designs of the Main Library and Public Safety Building.

And finally, the Building Department is pleased to announce that all underground oil tanks in all of the Brookline buildings have been removed and replaced with double wall, insulated tanks. The last tank, located at the

Police Station, was removed and replaced during the renovation. The Town received a check from the state in the amount of \$49,000 for the reimbursement of costs associated with the tank removal.

Building Commission

As required by Article 3.7 of the Town By-Laws, the Building Commission is the lead for the Town of Brookline with the selection of design consultants, review and approval of plans and specifications, receiving of proposals, awarding of contracts, and all other aspects of overseeing the Capital Improvements Program. The Building Commission works closely with the Board of Selectmen, School Committee, and other user agencies and federal, state, and local regulatory organizations.

There are five members of the Building Commission, all of whom are appointed by the Board of Selectmen. The members include a registered architect, a registered engineer, an attorney, a licensed builder, and a developer. There are three staff people who serve as agents of the Commission, two who administer projects and one on-site Clerk-of-Works. These three individuals are the Town's day-to-day representatives for the work. They coordinate with various town agencies for study, design, construction, and renovations to public buildings. The five volunteer Commission members unselfishly give their time, expertise, and leadership in order to help meet the needs of the Capital Improvements Program.



Building Commission

One of the major accomplishments of the Building Commission of calendar year 2002 was the completion of the renovations and additions to the Public Safety Building in April. The project was completed on-time and on-budget and serves as a model of inter-agency cooperation. Our work could not have been so successful without the collaboration of the Police and

Fire Departments, the contractor, architect, and the many vendors. Immediately upon completion, the Commission assisted with the relocation of operations from the Old Lincoln Building back to Washington Street. This was a monumental task, and there was a significant potential for problems with the cutover of E-911, dispatch, detention, and other critical functions.

Fortunately, the relocation was well-planned and occurred without incident, and the public is now able to access all the services of the Police and Fire Departments in a state-of-the-art facility that is "user friendly" and aesthetically pleasing. Patrons enter the building into a bright and airy atrium and can conduct all routine business without ever leaving that area, as hackney, fire prevention, traffic and parking, and records all have public service windows off the atrium and the meeting room is there as well. In addition, the renovated facility finally allows the police and fire departments to better meet their obligations with respect to detention, traffic and code enforcement, and homeland security, among many others. As the year wore on, the Commission assisted with the troubleshooting and de-bugging of systems and the completion of the contractor punch list.

The timely completion of the Public Safety Building allowed for the conversion of the Old Lincoln back to a school so that the Lawrence School could occupy the building during its renovations. The Building Commission worked with the school, police, and fire departments to plan the move, clean out the building, and otherwise make it ready for the Lawrence School. At the end of the school year, all Lawrence furniture, equipment, and operations were relocated there to make way for the turnover of the building to the contractor.

Prior to that happening, the Commission worked with the architect and engineers for the Lawrence Renovations to complete the bid documents, secure regulatory approvals, bid the project, and award the contract. By the end of the school year, all of the pieces were in place to begin the renovation work.

After the award of the contract, the notice to proceed was issued on July 8, 2002 and the contractor took over the site. The Substantial Completion date per the contract is September 30, 2003. The plan is to have all

work completed by September, 2003 to allow for operations to be moved back from the Old Lincoln by the end of the year.

Throughout calendar year 2002, the Commission also worked with the Library Trustees and Board of Selectmen to forward the ongoing renovations to the Main Library on Washington Street. At the start of the year, the contractor was more than halfway through construction, and it appeared that safety and quality had been maintained with the work. The Commission continued to work with the Trustees and Selectmen to adhere to the budget and schedule. In early fall, the decision was made to extend the re-opening date of the facility to allow more time for completion of construction, commissioning of the building, and move planning and execution. The Commission worked closely with the Library Trustees and staff to plan and execute the extensive task of moving back and making the library ready for use. By the end of the year, construction work was nearly complete, many of the books, furniture, and equipment had been moved back, and we were very near to reopening the library to the public.

The Commission was also involved on a number of successful mid-sized and smaller construction projects during 2002 that were completed on time and within budget: Sprinkler installation at the Heath School; Network wiring installation at Runkle and Devotion Schools; Renovation and Accessibility improvements

at both the Soule Recreation Center and the Putterham Golf Course Clubhouse; and Renovations and Accessibility improvements to the Municipal Pool Shower area (this project was fast tracked from both a design and construction standpoint in order to meet the needs of the Recreation Department).

In addition, the Building Commission oversaw the development of the feasibility study for the Driscoll School. During the summer of 2002, the architect issued the initial preliminary draft with the following areas of concern: accessibility, heating and ventilation, and network wiring. The Building Commission is working closely with the Selectmen and School Department to finalize the scope of work necessary to renovate the school.

The Commission continues its involvement in the development and implementation of the Capital Improvements Plan by working with staff and user groups to help identify facility needs, provide budget estimates, and set priorities. This is all done in the context of fiscal restraints and the comprehensive plan.

In the coming year, the Commission will continue to be involved with all of the major projects including the Lawrence, Main Library, Health Center, Town Hall, and Driscoll School, along with all of the smaller projects and ancillary activities that come with them.

Board of Examiners

The Board of Examiners was established under the Town of Brookline Building Code. Today this Board is established under the Massachusetts State Building Code. The Board consists of three members (an engineer, an architect, and a licensed contractor) all appointed by the Board of Selectmen. The Board meets monthly to hold licensing examinations to ensure that all work in the construction, alteration, removal, or demolition of buildings or structures in the Town is performed by qualified licensed persons. All of the meetings are conducted under the Open Meeting Law, which requires notice of such meetings be posted to the public and that accurate records of the Board's proceedings be maintained.

During 2002, a total of 7 licenses were issued as follows:

Class A	1
Class ABC	1
Class F	1
Class F-Ltd-M	1
Class H-1	1
Class F-Ltd	2

In addition, 151 new licenses were renewed.

PUBLIC WORKS

Administration

Management

The Department of Public Works (DPW) divides its multiple responsibilities for the management, maintenance, and operations of the Town's infrastructure among five principle Divisions: Administration, Engineering / Transportation, Highway / Sanitation / Fleet Service, Park / Forestry / Conservation / Cemetery, and Water / Sewer. Each of these five Divisions is headed by a Director. These individuals are charged with staff, budget, and management responsibilities that are tailored to the specific public resource under their jurisdiction. Overseeing each of these Directors and establishing both long- and short-term policy direction for the entire Department is the Commissioner of Public Works, A. Thomas DeMaio.

Middle Management

While each division within Public Works is lead by a Director, the middle level management structure, providing support and assistance to the directorial team, was fully implemented this year division-wide.

Mr. Andrew Pappastergion serves in the dual role of Deputy Commissioner, as well as Director of the Water and Sewer Division. Each of the DPW divisions successfully implemented and filled their respective middle management structure as follows: Mr. David Friend assumed the position of Assistant Director of Transportation within the Engineering and Transportation Division; Mr. Kevin Johnson was designated the Operations Manager within the Highway and Sanitation Division; Mr. Mark Parece was awarded the job of Fleet Maintenance Supervisor, also within the Highway Division; Mr. Phil Trainor was appointed Operations Manager within the Water and Sewer Division; and lastly, Mr. Andrew Bressi filled the position of Operations Manager within the Parks and Open Space Division.



Pictured above is the DPW Middle Management team: Kevin Johnson, Mark Parece, Andrew Bressi and Phil Trainor.

Administrative Team

Situated in Town Hall, the Administrative staff is critical to the daily functions of the Department. These individuals deal directly with public queries regarding work schedules and permit issuance, while maintaining employee payroll and departmental budget/billing records. All invoice payments, requisitions, and purchase orders are also facilitated by the Administrative staff. Deborah Baker and Cheryl Mavrikos serve the Water/Sewer Division in this critical role, while Betty Mulhane, Deborah Manouk, and Heather DeLuca work as a team within Public Works that provides these critical administrative services to all Divisions.

Eleanor Clancy, long a part of the Administrative Team and most recently in the position of Office Manager within the Administrative Division of DPW, retired this past July, concluding a 34-year career commitment to public service in Brookline.

Ms. Clancy's position was subsequently redefined and re-titled as Administrative Assistant. Ms. Julie Piacentini, a graduate of Northeastern University, assumed the new Administrative Assistant's role this year. She comes to Brookline from WBZ Radio, where she had worked in a similar capacity. Julie is responsible for the administrative activities of the DPW Commissioner's office.



Julie Piacentini, Administrative Assistant

Public Guidance and Governance

Brookline citizenry play an integral role in Town management, programming, and politics through an appointed structure of official Boards and Commissions. The Department of Public Works operates within this vein of public participation, supporting the roles of specific project advisory or selection committees, targeted task forces, and boards or commissions with certain mandated authorities or controls. The following boards and commissions, whose memberships are appointed by the Board of Selectmen, work on a permanent and prescribed basis with various of the Public Works' Divisions: Park and Recreation Commission; Tree Planting Committee; Conservation Commission; Transportation Board; Solid Waste Advisory Committee; and the Trustees of Cemeteries.

HIGHWAY AND SANITATION DIVISION

The Highway and Sanitation Division is structurally divisible into four independent, though cooperatively functioning units:

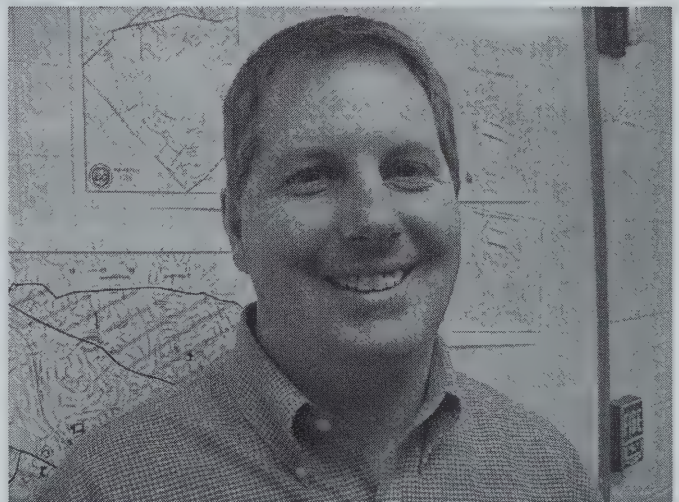
I. The **Highway Division** provides for the maintenance of the Town's streets, sidewalks, tree lawns, public pathways, municipal and school parking lots, and paved play areas, along with other roadway appurtenances including curbside benches, litter baskets, fencing, and guardrails. In addition to the surface repair of streets, sidewalks, and pathways, the Highway Division is responsible for clearing snow, sand, leaves, litter, graffiti, and other unwanted debris from public ways and facilities.

II. The **Sanitation Division** is responsible for the provision of residential solid waste collection and disposal services for 13,000 residential customers and a recycling and recovery program that includes the annual collection of residential household hazardous wastes.

III. The **Fleet and Facility Services Section** is charged with the acquisition and servicing of all town-owned vehicles, outside of the Fire Department's emergency response fleet. In addition, this Section assists in the administration of the Town's taxi licensing and inspection program, as well as the routine physical maintenance of all Department of Public Works buildings, including garages, office, and storage facilities town-wide.

IV. The **Traffic Systems Section** is accountable for the recurrent maintenance and repair of traffic related roadway appurtenances, including traffic signals at 60 intersections. In total, this inventory is comprised of approximately 1,120 individual signals, all street lights, 2,500 parking meters, 28 school zone warning signals, 8,000 signs, and pavement markings on the more than 200 lane miles of streets throughout the Town.

A Director, who reports to the DPW Commissioner, oversees this Division. Mr. Lester Gerry joined the DPW directorial team this year, assuming the role of Director of the Highway and Sanitation Division.



Lester Gerry, Director of Highway and Sanitation Division

I. Highway Division

The Division is responsible for the maintenance of more than 200 lane miles of asphalt roadways and 150 miles of sidewalks of varying surface types. In 2002, the Division continued its effort to make intermediate repairs to roadways and sidewalks in an effort to preserve their surface integrity for the safety of the public and to keep them clean and more aesthetically appealing. The Division continued its program of working in concert with contractual services to accelerate the replacement of sidewalks in areas of the Town where pedestrian traffic is heaviest and the sidewalks are in an advanced state of deterioration.

The Highway Division has made great strides this year with personnel restructuring, successfully integrating new, skilled positions into both the labor and managerial

forces. The changes have included the new, and much changed positions of Working Foreman-Highways, Highway Craftsmen, and Motor Equipment Operator, Grade 3's (MEO3). The positions, whether new in classification or new to this division, have allowed for the regeneration of the division. The newly created positions of Highway Craftsmen have been filled with highly qualified, skilled, and enthusiastic employees that have already begun the long process of recovery of the sidewalk and roadway maintenance programs. The revised job descriptions and qualifications of the Working Foreman-Highway classification have allowed for the permanent placement of some highly skilled and competent supervisors that can successfully program and complete scheduled work with an unprecedented emphasis on quality control and skilled construction. The MEO3's new to this division have already started to impact the performance of the construction crews as their varying work experience and enthusiasm contributes greatly to the projects they work on and crews they work with.

The effort to eradicate graffiti Town-wide continued this year. The Division continued to dedicate staff on a full time basis to the removal of graffiti and stickers from roadway appurtenances with a concentration of effort in the commercial areas of the Town.

The street sweeping program continued with the overnight cleaning of the commercial areas and the daytime cleaning of the residential sections of the community. The commercial areas are swept on the average of three times per week and the residential areas are swept on the average of once every three weeks. The Division's trade crew has been a very active and successful part of this division's maintenance and construction program. This crew includes the highly skilled carpenters and the new position of stonemason.

The stonemason has very quickly become a strong asset to the division and has already started the much-needed repairs on the brick sidewalks in the commercial areas. Much work was done this fall in both Coolidge Corner and Washington Square. Repairs to brick sidewalks and the installation of tree grates over tree-pits have improved the aesthetics and safety of the sidewalks in the Harvard Street area. The level of high quality workmanship and professionalism is unprecedented. The in-house masonry skills we now have will allow the necessary maintenance to move forward cost effectively and the programmed replacement of sections that are deteriorated and hazardous.

Highlights this year within the Highway Division's work program included the following accomplishments:

- The Highway Division introduced a 'hot-box' vehicle to its fleet. With this addition to its roadway maintenance fleet, Division personnel can now repair potholes and most surface

damages to the roadway with hot bituminous concrete throughout the cold winter months.



The new 'Hot-Box' vehicle facilitates hot asphalt repairs.

- Significant repairs were made to the aging transfer station in terms of both appearance and security, such as the installation of new overhead doors and the repair to the building envelope.
- In order to meet new safety and environmental guidelines pursuant to the storage and transfer of solid waste, the Highway Division, in cooperation with the Sanitation Division, introduced large-scale concrete bins that permit storage and separation of waste material classifications. This program provides the Town with an organized facility that will facilitate more competitive rates from hauling and disposal contractors in the future.
- The Highway Division hired an additional craftsman, skilled in concrete forming and placement, so that an internal crew can be assigned daily to the task of repair and replacement of the Town's vast network of concrete sidewalks during the construction season.
- In order to provide a more frequent and complete street-sweeping program, assignment and timing changes were made to the alternate shift schedule. Cleaning is now available seven-days a week, capturing the business districts on the weekends as well.
- Litterbins continue to be replaced and increased in both numbers and capacities throughout the Town's commercial districts, thereby resulting in vastly improved gathering, collection, and appearance.

- Sidewalk and street lighting improvements were on-going in the Washington Square business district. New signing, trash receptacles, streetlights, regulatory signing, and cement concrete sidewalks were installed along the south side of Beacon Street, between Washington Street and University Avenue.

II. Sanitation Division

The Sanitation Division is responsible for the collection and disposal of residential, commercial, and municipal generated solid waste from approximately 13,000 customers. The Division offers weekly curbside collection of waste and recyclable materials including yard waste, as well as scheduled collections of metal items, cathode-ray tubes (TVs and monitors), and other bulky items to their customers. The Division also provides a recycling drop-off center for those residents who are not customers and are not offered curbside recycling by their private contractor. In addition, the Division sponsors a Household Hazardous Products day held annually in May, which is open to all residents and provides an opportunity to dispose of defined Household Hazardous Products.

Code Enforcement Program

The Division's Enforcement Program has worked cooperatively with the Department of Public Health, Police Department, and the Building Department to develop and implement a system by which the Town is able to respond to icy and snow covered sidewalk complaints. This is an effort to better enforce, with shared resources, the snow removal by-law.

But more fundamental to its mission, the Division's Code conscious program, in close coordination with the Brookline Department of Public Health, enforces federal, state, and local environmental rules, regulations, and ordinances pertaining to the handling, storage, collection, and disposal of solid waste in the Town. A welcome addition to the Division's Code Enforcement Program is Mrs. Dawn Churchill Paes, Environmental Health Specialist. Hired in February of 2002, Mrs. Churchill Paes has been an active participant in the code enforcement program, ensuring that residents continue to enjoy the high quality of life prevalent in Brookline.



Dawn Churchill Paes,
Environmental Health Specialist

The Division's Enforcement Program has continued to work cooperatively with the Department of Public Health, Police Department, and the Building Department to respond to ice and snow covered sidewalk complaints. The following table provides a summary of the Town's 2002 enforcement efforts implementing sections 7.7.1, 7.7.2, 7.7.3, and 7.7.4 of the Town By-Laws.

Complaints Received	Warnings Issued	Tickets Issued
40	72	0

Recycling

The Department of Public Works provides curbside collection of the following materials: glass, mixed paper, corrugated cardboard, aluminum, tin, and plastic #1 and #2. In 2002, collection expanded to include paperboard and aseptic containers. The Town also collects and processes for recycling items that contain Cathode Ray Tubes, such as computer monitors, and items that contain Freon, such as old air conditioning units. The Department also operates the Centre Street Recycling Drop-Off Center in the Centre Street West parking lot. The drop off is open to all residents 24-hours a day and accepts all materials that are collected curbside with the exception of corrugated cardboard.

The Town received Municipal Recycling Grants from the Department of Environmental Protection (DEP) that were used to purchase recycling bins and print informational brochures that were mailed to all residents. The DPW continues to sell compost bins to residents at a reduced rate with the support of the DEP. To date, over 800 bins have been sold.



Pictured above is the Multiple-use Hook Truck with Sander and Hydraulic Calcium System, added this year to the Division's roadway maintenance fleet.

III. The Fleet and Facility Services Section

The Fleet and Facility Services Section of the Highway Division is responsible for the acquisition, inventory, inspection, maintenance, and disposal of all mechanized Public Works equipment with the exception of the Water and Sewer Division's equipment. In addition, the Fleet Services Section maintains and inspects all other automotive equipment within the Town excepting that equipment operated by the Fire Department. The Section is also responsible for the routine maintenance and management of the Municipal Service Center, the Transfer Station Complex, and the Parks and Open Space Maintenance Facility at Larz Andersen Park.

Preventative maintenance programs for automotive equipment were further refined and intensified to both preserve the value of the equipment and ensure the operational efficiency of each unit of equipment. The Highway Division continued to use the Ford Warranty Station Certification to complete warranty repairs in-house and recover the costs directly from the manufacturer.

The Section is licensed with Ford for warranty maintenance repairs. Now, the completion of warranty repairs on site, per warranty provisions with the Ford Motor Company, allows the Division to complete repairs more rapidly and return the vehicle to service as quickly as possible, thereby minimizing the downtime of equipment. In addition, the Division is entitled to recover those warranty service costs, completed in-house, directly from Ford.

This year, Fleet Services continued the procurement and implementation of a town-wide fleet maintenance work order management system. This system allows for better documentation and management of inventory, labor hours, and cost accounting by department, division, unit, and type. This system further allows for

better cost and life cycle analysis of vehicles and equipment in order to make better and more informed replacement decisions.

The procurement of several "multi-functional" vehicles by the Fleet Section has given us a better return on investment and a more efficient use of town capital. These units can be used to sand streets, plow snow, transport hot asphalt for pothole repair, and transport an 18' container used for leaf control.

A strong and continued emphasis on technical training has benefited the section enormously. By utilizing vendor and manufacturer relationships, technician training has been increased at minimal or no cost. The increase in training hours has directly improved technician efficiency and productivity.

Fleet Services further enhanced the utilization of the fleet management software enabling better tracking of equipment in regards to scheduled, non-scheduled snow-related, and accident expenses.

The fuel management program was successfully integrated with the fleet management program that provides us with more accurate information resulting in better vehicle cost and life cycle analysis. The Fleet and Facility Services Section coordinated the finalization of the stage II vapor recovery compliance requirements for our on-site fuel tanks.

Over the past year, Fleet Services has concentrated on improving communication, scheduling, and routine maintenance programs with all Town internal (or departmental) customers, resulting in better and more efficient vehicle maintenance.

IV. Traffic Systems Section

Brookline's Traffic Systems Division is responsible for the maintenance of traffic signals, parking meters, pavement markings, ornamental and utility street lights, signs, and sandwich boards. During 2002, along with daily, weekly, and monthly programmed maintenance routes, the Section successfully executed multiple work orders issued by the Transportation Division:

- **Traffic Signals** - The Section continued to upgrade traffic signal housing, retrofitting them with energy-and maintenance-saving L.E.D. units concentrating on the Amber lights. After receiving the balance of upgraded School Zone Signals, these units were installed at the remaining School Zone entry points, to further enhance safety in these immediate school areas. Accessories were also added at three locations, displaying actual vehicle speeds as well as warning of school zone speed limits.



School Zone Signals

- **Parking Meters** – 11 work orders developed by the Transportation Division were completed, including gauging meters to reflect rate increases at 1,500 parking meters and tagging meter poles to reflect hourly limit changes in many areas. More than 5,000 user complaints were addressed during this same time frame. Traffic Systems took the lead role in the installation of the Park Card distribution machine and the Overnight Guest Parking machine located in the Public Safety Headquarters building.
- **Street Lights** - Ornamental streetlights in Brookline's commercial districts were routinely monitored and repaired as needed. Traffic Systems, in coordination with the Highway Division's asphalt and concrete crews, installed new streetlights during the sidewalk replacement project in Washington Square.

Consequential to the Town's acquisition of all utility streetlights from NSTAR in the previous year, Brookline assumed full responsibility for their maintenance and operation. The Division's Traffic Systems Section was charged with this important

undertaking and is able to accomplish much of the routine maintenance and operation responsibilities in-house and during regular shifts.

However, outside contractual services, provided by Reading Municipal Light, continue to be fundamental to the effective maintenance of this critical town infrastructure. In fact, oversight of this annual town contract falls also within the domain of Traffic Systems' multiple responsibilities.

Maintenance maps were created with the help of the Town's Informational Technology Division, in order to manage the street light inventory and survey alert management to outages more efficiently.

- **Signs** - street and roadway sign specifications were drafted by the Section to meet new M.U.T.C.D. standards regarding size and reflectivity. These specifications will provide guidelines for future signing projects in Brookline.

Water and Sewer Division

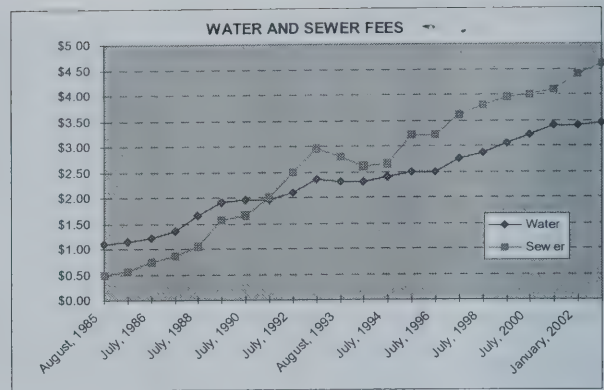
The Water and Sewer Division operates and maintains the Town's water and wastewater utility systems consisting of 355 miles of main piping and appurtenances that provide the entire population with reliable drinking water, for both domestic use and fire protection, and for the collection of sanitary sewage and storm water drainage. The operation of all three systems is done in strict accordance with all federal, state, and local laws, ordinances, and regulations to promote the health, safety, and welfare of the community.

Under the leadership of the Director, the Division's administrative staff efficiently and courteously handles all water and sewer business functions, including payroll, accounts payable, licensing, permitting, and customer relations. Over 2,000 requests for information and assistance and nearly 40,000 utility service invoices are processed annually, with over 2,400 billing complaints and inquiries investigated and resolved. In conjunction with the metering section, staff services and maintains 9,810 water meters. During 2002, the administrative staff reviewed and processed 38 applications for Licensed Drainlayers and issued 70 permits for repairs to sewers and drains.

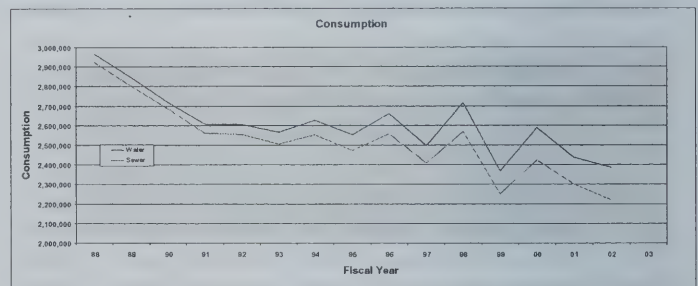
Water Distribution System

Components of the water distribution system include 135 miles of cast iron and ductile iron mains, 2,027 line valves, 1,555 fire hydrants, 10,192 service connections, and storage facilities for nearly 14 million gallons of water. During 2002, the Division installed, repaired, or replaced 189 service connections, repaired 58 service and main leaks, and repaired or replaced 47 fire hydrants, generating annual revenues of \$36,632. In addition, the Division conducted 33 fire flow tests and provided 29 temporary hydrant connections yielding \$7,324 in revenue. Emergency response was provided for 402 service requests and 341 complaints were investigated and resolved for water quality, water pressure, and leakage problems. The Division purchased 2,207.7 million gallons of water from the Massachusetts Water Resources Authority (MWRA), representing a decrease of 1.7% from 2001, with average daily usage of 6.048 million gallons and maximum daily usage of 8.873 million gallons. Retail water sales generated \$8,832,265 in revenue.

The Division's Cross Connection Control Program, established in 1989 pursuant to the Drinking Water Regulations of the Commonwealth of Massachusetts, has inspected all high- and moderately high-risk facilities throughout the Town and identified 1,804 violations requiring the installation of 906 backflow preventer devices on irrigation systems, fire sprinkler systems, and high hazard plumbing systems. Annual testing of these devices by Division staff is mandated by state regulations and generated \$40,854 in revenues during 2002.



With the completion of the water main rehabilitation project, the Division hired the engineering firm of Weston & Sampson to perform a hydraulic analysis of the water distribution system to certify that all identified deficiencies have been corrected and to provide the Town with a state-of-the-art computer modeling program. In addition, the firm was retained to prepare plans and specifications for the exterior rehabilitation of the Singletree Hill water storage tank. Construction is scheduled for the Spring of 2003.



Water Consumption and Wastewater Discharge

Wastewater Collection Systems

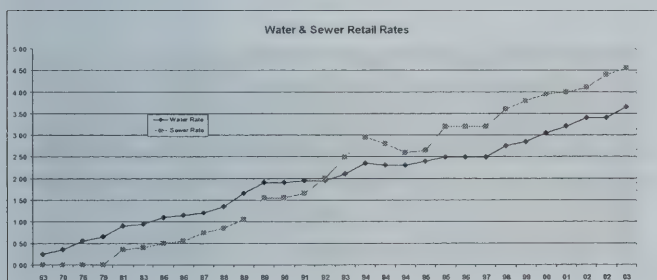
The wastewater collection system is made up of two independent pipe networks. The first consists of 102 miles of separated sanitary sewers and 9 miles of combined sewers that discharge through four sewer districts directly to the MWRA interceptors for treatment at Deer Island. The second system comprises 101 miles of storm drains that collect runoff and roadway drainage from 2,344 catch basins and discharge through 12 drainage districts to the Muddy River, Saw Mill Brook, Stony Brook, and the Charles River.

During 2002, emergency assistance was provided for 83 requests involving broken, plugged, or backed-up sewers and drains, as well as the repair of 54 blockages. Structural repairs were made to 78 catch basins and manholes and 2,291 catch basins were cleaned generating 1,408 tons of accumulated sand, sediment, and debris. The Division discharged 3,212 million gallons of wastewater to the MWRA sewer interceptors during 2002, resulting in an average daily flow of 8.8 million gallons, which was 10.1% less than

the total discharge for 2001. Total operation and maintenance costs for wastewater collection were offset by \$10,318,460 in revenues generated by the sewer user charge, which is assessed based on metered water consumption.

The recommendations of the 1998 Wastewater System Master Plan continue to be implemented. During 2002 the following projects were completed:

1. Investigation of the sewer system to relieve surcharging in the Kilsyth Road / Englewood Avenue area.
2. Preparation of plans and specifications for the separation of 4,500 linear feet of combined sewers in the Emerson Park and Station Street areas to be bid in the winter of 2003.
3. Investigation, design, and rehabilitation of sewers in drainage areas NI-1 and NI-2 to remove excessive flows due to groundwater infiltration and storm water discharge. Construction was completed by Insituform Technologies, Inc.



Water and Sewer Retail Rates

As a result of increases in debt service for wastewater projects and MWRA wholesale assessments, the Board of Selectmen increased the retail water rate from \$3.40 to \$3.65 per hundred cubic feet and the sewer use charge from \$4.40 to 4.55 per hundred cubic feet of water consumed. The new rates represent a combined increase of 5.13% and were effective on July 1, 2002.

Representation to the Massachusetts Water Resources Authority was provided by Charles P. Barry, of the Engineering Division, who served as the Town's designee to the MWRA Advisory Board. In addition, Andrew M. Pappastergion, Director of the Water and Sewer Division, continued to serve as a member of the MWRA Board of Directors having been duly elected by the 61 cities and towns of the MWRA service area.

PARKS AND OPEN SPACE DIVISION

The mission of the Parks and Open Space Division is to develop a clean, green, safe, accessible, and well maintained network of parks and open spaces for both passive and active recreational uses that preserves the

historic integrity and cultural significance of Brookline's landscape.

Despite the developed character of Brookline and its proximity to Boston, a significant area of the Town is still open. Neighborhood parks, tree-lined streets, as well as grand open spaces such as Larz Anderson Park and the Muddy River system, are a signature of Brookline's character. The remarkable presence of this open space is due in large measure to the foresight of earlier citizens. Brookline was greatly fortunate to receive some important donations of land, to have Town leaders who purchased open space for public use, and to have residents with unusual strengths in this area such as Frederick Law Olmsted, architect of the Emerald Necklace.

The rich legacy of open space in Brookline yields in our present day the obligation of careful stewardship. The Selectmen's Task Force on Open Space and the Open Space Plan 2000 call for the Town to increase its commitment to this goal. Many long-treasured parks and playgrounds require renovation and re-design due to deterioration and overuse. Overall, a higher level of maintenance for these much utilized spaces is needed and being planned for with department improvements and the careful allocation of resources.

The Parks and Open Space Division maintains 600 acres of public open space for both active and passive recreation, comprising 17 parks, four sanctuaries, 22 playgrounds, land around 12 public buildings, four parking areas, 41 traffic islands, and an extensive network of street trees throughout the Town. The Division maintains 21 multi-use playing fields, 22 tot lots, 19 basketball courts, 36 hard surface tennis courts, and one set of five clay courts. In addition, the Division maintains a full-sized outdoor skating facility (the Pavilion) at Larz Anderson Park.

PUBLIC GROUNDS

The Parks and Open Space Division provides maintenance for and repair of all play equipment, park furniture, walkways, and fixtures in Town parks and playgrounds. The Division continues to plan and implement improvements to the parks, open spaces, fields, fences, and pathways associated with areas that undergo heavy use and deterioration on a daily basis. The following projects are highlight activities of 2002.

Training

Staff training is a critical step towards improved park maintenance. Brookline and Boston Parks Departments have teamed together to create a cooperative park maintenance training program drawing upon such resources as Harvard University's Arnold Arboretum, Garden in the Woods, the Wildflower Society, the Horticulture Society, and University of Massachusetts. Training focuses on managing public park lands with an emphasis on

pruning, plant health, and park maintenance. This program continues to improve each year.

Larz Anderson Park

The Town's open space system is fortunate to include Larz Anderson Park, a former estate donated to the Town by Isabel Anderson in 1948 in honor of her husband Larz. The park is unique for its history, its dramatic setting with commanding views of Boston, and its variety of recreational facilities.

The Larz Anderson Park rehabilitation project that began in 2001 is part of a long-term master plan developed in 1990 by the Town and Walker-Kluesing Design Group. The master plan identifies the most significant characteristics of the park, outstanding and anticipated problems, and opportunities for improvements to be implemented over time.



Rehabilitated Picnic Shelter at Larz Anderson Park

Planning and design for this phase of the project was completed. The project includes implementation of long-term horticultural improvements, enhancement of the historic estate character of the landscape, restoration of the picnic shelter, renovated playground area (playground equipment to follow in the up-coming year), improved walkways, new entrance signage, and lighting.

In addition, a new fountain and aeration system was installed in the Larz Anderson Lagoon with the help of the Friends of Larz Anderson Park and the Brookline Community Fund.



Larz Anderson Lagoon

The Muddy River Restoration Project

The spine of the Emerald Necklace, the Muddy River, is a 3.5 mile linear park system that integrates reflecting pools, the Babbling Brook, bike paths, walkways, tree-lined parkways, shorelines, historic paths/steps/bridges, and beaches. This unified system of linked parks is one of the most uniquely designed historic waterways in the nation. With increasing regularity, moderate rains necessitate emergency response measures to address storm water overflow in Fenway colleges and universities, Longwood medical institutions, numerous Brookline businesses and residences, and the MBTA public transit facilities. These events inspired a multi-jurisdictional park and public works project to restore the Muddy River's civil engineering structure, flood handling capacity, historic integrity, and ecological vitality.

Phase I of the Muddy River Restoration Project addresses: flood control, water quality and wildlife enhancement, and historic rehabilitation. Over the past two years the project has made significant progress in the planning phase. A Design Team consisting of Parsons Brinkerhoff, CDM, Pressley Associates, Cortell Associates, and Brown and Rowe (in conjunction with proponents, partners, and a Citizens Advisory Committee) has developed a conceptual design. The Final Environmental Impact Report addressing dredging, phragmites removal, bank restoration, culvert reconstruction, daylighting, erosion control/historic landscaping, and stormwater controls has been submitted to the Environmental Secretary for her review. As the restoration project proceeds and both capital improvements and associated management and maintenance actions are carried out, the Emerald Necklace will be gradually restored to a fully functioning, increasingly useful, and more attractive park system.

The Riverway

The Riverway section of the Muddy River between Netherlands Road and the Boston Parks Garage on Park Drive received extensive maintenance during the annual Brookline, Boston, and MDC spring clean-up.

Crews removed litter, conducted two weeks of structural tree pruning, and removed invasive trees and shrubs. Portions of the bank were hydro-seeded with grass and top coated with compost to control erosion.



Crews Cleaning Graffiti

Olmsted Park

The Emerald Necklace Conservancy, Boston, and Brookline partnered with City Year for the annual community serve-a-thon in October. City Year provided over 100 volunteers to work in Olmsted Park. Brookline provided trained oversight to supervise the volunteers who performed weeding, mulching, and graffiti and invasives removal. A tremendous amount of work was realized during the day.

Allerton Overlook

The Allerton overlook plant installation and turf rehabilitation was completed last fall. In addition to major spring and fall workdays, goose control efforts, and reseeding, the Town worked with the Garden Club to complete planting at the bottom of the stairs.

Monmouth Park

The Brookline Parks and Open Space Division continues to work with the Friends of Monmouth Park on improvements to both Monmouth Park and Monmouth Court. The Division painted the fence, reseeded the lawn area, and improved the plant beds.

Streetscape Beautification Program

This year the Parks and Open Space Division entered into a partnership with the Commercial Areas Committee and the Economic Development office to improve the Town Streetscape Beautification Program.

The Town has over 235 flower barrels in the commercial areas, in addition to the traffic circles/islands and street trees. Businesses with planters in front of their establishment removed trash daily from the planters and watered every other day. Assistance from the business community allowed the allocation of resources toward fertilizing and pruning the flowers, supplementing the watering schedule in the hot dry weather, replanting when flowers failed, and better attending to the street trees and shrub beds.

The time, dedication, enthusiasm and assistance of the business owners made the appearance and longevity of the sidewalk flower planters a success.



Flower Planters in Coolidge Corner

Commercial Area Maintenance

In addition, the Town expanded maintenance on the tree pits and trees in the Town's commercial areas. The tree pits were extensively weeded, cleaned of debris, pruned of sucker growth, and mulched throughout the season.

Playground Equipment Upgrades

Every year the Division makes safety, structural, and functional improvements to the play equipment in the Town's parks and playgrounds. The Town is unique in the resources that it dedicates to the continued improvement and care of these exceptional playground areas. During the past year, improvements including new playground equipment and/or safety features were made at Winthrop Park, Pierce Park, and Cypress Park.

Flag Day Preparations

In preparation for the Flag Day events, the Division provided additional maintenance and lifting on the trees and tree pits along the Flag Day parade route from Harvard Avenue to Washington Street. Flower barrels were located along the route and outside of the renovated Public Safety Building.

Summit Avenue/Corey Hill Park

Corey Hill Park was replanted with a variety of shrubs, perennials, and sugar maple trees along its southern edge to help provide a natural buffer and frame views from the park.

Dane Park

In partnership with retired Boston University professor and geologist Father Skehan and the Friends of Dane Park, the Division created six brass plaques to identify unique volcanic formations in Dane Park. The signs will be installed on wooden posts adjacent to the specific rock formations. The Sign posts were fabricated by the Town trades crew and will be installed in the spring when the ground thaws.

The Division coordinated the removal of four old telephone/cable poles that bisected Dane Park. The removal was part of a major clean-up effort. In addition, the Division flagged wetlands within the park, which are being incorporated into a site survey plan. The Friends of Dane Park and the Division submitted a grant proposal to the state for a natural resources inventory and master plan for the park.

Griggs Park

With the help of Lucia Drobe, park staff proceeded with improvements to the garden in Griggs Park. This past summer, Stop Thief Productions filmed a community-based movie in Griggs Park. The organization received funding from the Brookline Community Fund and has been extremely cooperative and sensitive with the care and upkeep of the park.

Juniper Street Open Space

The Park and Open Space Division and Highway collaborated on improvements to the Juniper Street open space. A once dilapidated section of the Juniper streetscape was converted to grass, flowering trees were planted, new walkways were put in, and benches were installed for the neighborhood.

Longwood Mall

With assistance from the Friends of Longwood Mall, the Town was able to purchase and install four new European beech trees. In addition, the Division and volunteers planted over 1,000 bulbs on the Mall.



Longwood Mall

Eliot Center/Playground

The Eliot Center site improvements plan and preliminary plant list was presented to the Park and Recreation Commission. The Commission made several suggestions and approved the plan. Planting will continue in the next fiscal year as funds become available. New fencing was installed at the Eliot tennis courts, the dilapidated bang board was removed, and a grassed area was created with sod.

Public Private Partnerships

The Division continues to work with school, neighborhood, and environmental advocacy groups to coordinate volunteer activities in Town parks, sanctuaries, and open spaces.

The Town fostered several new public-private partnerships during the year to improve neighborhood greenspace. In partnership with the Runkle School PTO and Friends, the Division designed and installed new plantings at the entrance to the school, installed a memorial bench, restored the walkway, and completed lawn renovations. The Town received support from the newly formed Friends of the Old Burying Ground to commence a conservation assessment at the Old Burying Ground. The Division has also been working with the Landscape Committee at the New Lincoln School on improvements to the exterior of the school.

Emerson Park continues to be an outstanding example of public private partnerships in parks and open space management. The Division supports a steadfast group of citizens who volunteer their time to provide the ongoing planting and maintenance of extraordinary perennial and shrub beds in the park.

Amory Park

An old asphalt pad formerly used for basketball, but long since retired, was removed, loamed, graded, and seeded in Amory Field.

Schick Park

The picnic shelter at Schick Park was restored, playground equipment repainted, the lawn area reseeded, and new fence installed along the perimeter of the park.

Brookline Park Rangers

This summer, visitors to Brookline's parks and open spaces may have been pleasantly surprised to see uniformed park rangers on patrol. These individuals were members of Brookline's Park Ranger Program.

The Brookline Park Ranger program began two summers ago, funded by a grant from the Department of Environmental Management (DEM). This past summer the program was funded by a grant from the Emerald Necklace Conservancy and the Brookline Community Fund. As part of a joint program between the Division of Parks and Open Spaces and the Brookline Police Department, the role of the Rangers is threefold: safety, stewardship, and education. Conducting daily patrols of the most heavily used parks and playgrounds, the Rangers are on the lookout for any potentially dangerous and/or destructive situations in the facilities. The Rangers' duties when patrolling are to inform visitors of the park rules and regulations; to make the areas safe and enjoyable for all visitors; to provide information and answer questions about the parks; to aid in emergency situations; and to protect the natural habitats.

The Rangers are not only a presence, they are also a resource. The Rangers offer weekly programs designed to showcase and utilize the history, the beauty, the inspiration, and the expanse of the Town's extensive parks and open space. From interpretive walking tours to creative writing to Frisbee golf, the Rangers lead a host of activities for all ages.

SCHOOL IMPROVEMENTS

School grounds and athletic fields throughout the Town received an increased level of overall maintenance in 2002. In the spring, the school grounds were weeded, shrubs trimmed, trees pruned, debris collected and removed, and all areas received fresh mulch. In preparation for the school opening in September, the walkways were repaired and swept, and flowers were planted near the entrances by the Park and Open Space crews. Graffiti continues to be an issue, but with the rapid response of a specially designated park crew and the latest environmentally safe product and applicators, graffiti is quickly removed. In addition to improved maintenance of the school grounds, the Division commenced several special projects including:

Longwood Avenue Playground/Lawrence School

The Longwood Park Restoration Project is currently underway and is scheduled to be complete in Spring 2004.

Pierce School

The horticultural crew installed shrubs, groundcover and trees at the Pierce School lower entrance off of Pierce Street. Ann Blair created the design with the assistance of the Pierce School PTO.

Turf Restoration, Field Use and Maintenance

The turf maintenance program has been significantly improved for both active recreation athletic fields and passive lawn areas. Improvements include: new grass species, soil amendments, slice seeding and fertilization, along with increasing the timing of the aeration rates. A landscape service contractor worked with the field maintenance crew to spread fertilizer, top dress, and over-seed the fields at schools, ball fields, and open spaces throughout Town. Levels of maintenance for all open spaces increased with strong emphasis on public safety under the direction of a new Athletic Field Zone Manager.

In addition to the Town's rigorous athletic field maintenance program, the Parks and Open Space Division coordinated major turf restoration projects at Baker School, Cypress Field, Olmsted Park, Warren Field, and Robinson Field.



Cypress Field

Coolidge Playground

The Coolidge Park Design Review Committee was established and has had six public meetings to finalize a Master Plan and Phase I improvements to the park. The DRC is looking at ways to maximize safety and accessibility improvements to the park and improve landscaping and fencing while maintaining the unique features of the design.

Runkle School

A new pathway and curbing was installed at the Runkle School connecting the basketball courts to the playground area. New landscaping, designed by Ann Blair, Landscape Architect, was installed at the front of the school. In addition a memorial bench was installed and a tree was planted.

Heath School

New curbing and asphalt work was completed at the Heath School to alleviate drainage problems adjacent to the parking lot. In addition, major clean-up occurred prior to school opening with extensive work done through the middle and front of the school grounds. The front of the school was reseeded.

New Lincoln School

Concrete repairs were made to the stairs, railings and entranceways at the New Lincoln School. The Division installed new benches and plant material at the younger children's play area.

Devotion School

The Division reseeded the lawn area next to the basketball courts and installed 4 new benches with concrete pads.

Grounds Maintenance Contract

The Division completed a multi-year landscape maintenance contract for school grounds. The contract currently provides maintenance for four schools. Muzzioli, Co. is providing the contract services at New Lincoln, Baker, Runkle, and Driscoll Schools.

Driscoll School

New fencing was installed and existing fence repaired to enclose the field area. Additional maintenance was performed on the field to prolong the benefits of the renovations undertaken last year.

CEMETERY

The initiative of the Trustees to improve the maintenance of the Walnut Hills Cemetery is resulting in an increase in the dignity and overall appearance of the cemetery. The Trustees have increased their vigilance of the enforcement of the new rules and regulations that are now included with every deed sold. The result has been a marked improvement in the look and appearance of the cemetery.



Trustees of Walnut Hills Cemetery

To further the goal of enhancing the beauty and dignity of the cemetery, the Master Plan was awarded to Walter Kluesing, a firm with a history of working with the Town and including its citizens in the process. The Trustees expect the Master Plan to be completed at the end of this year.



Walnut Hills Cemetery

The computer mapping project for the cemetery with the HMIS firm of cemetery computer specialists has been completed. This will allow maximum space

utilization for cemetery plots and better access to and cross-referencing with basic data. The next goal is to allow more choices in plot selection to citizens.

Last year the Trustees started a Friends of the Old Burying Ground to preserve the historical monuments and gravestones. The Friends are already functioning, and with their help and donations, the Trustees have initiated a study to determine how best to repair and maintain this important historical cemetery.

The past year has been a year of progress and enhancement at the Brookline cemeteries.

FORESTRY

The goal of the Forestry program is to preserve and maintain all shade trees along public ways, parks, school grounds, cemeteries, and all other public grounds. The Division provides for the safety of all public ways and grounds through the removal of dead and dangerous limbs and trees and is responsible for replacing trees in areas where they have been removed. The total number of trees under the jurisdiction of the Division is reported as more than 50,000.

GIS Street Tree Inventory

Forestry/GIS intern Zenny Chareas completed the update of the GIS street tree inventory in May. The Division has been working with the GIS Division of the Information Technology Department to use this data in a GIS Street Tree Maintenance Program.

Tree Planting Contract

The three-member Tree Planting Committee, established in 1886, supervises the selection, planting, and removal of all street trees in Brookline. The Town continues to strongly support the tree-planting program. In the 2002 tree-planting contract for streets and parks, approximately 207 trees were planted. These trees include a wide variety of species to insure the species diversity is maintained at its proper ratios which will help in the protection of our urban forest from attack by a single disease or pathogen. Due to the severe drought conditions through the winter and early spring, the Town hired Park Landscape Inc. to help water all trees planted within the past two years.

Public Hearings and Removals

Unfortunately, during the past year the Town lost some significant Red Oak trees in the areas of Hammond Street and Russet Road. As a result of these losses, a comprehensive assessment of the trees in this area was performed by a team of Massachusetts Certified Arborists to identify and mitigate any remaining hazards. The results of these findings were reported to the Tree Planting Committee and the neighborhood. The impact of the loss of these significant trees is striking. In the Spring of 2003, replanting efforts will be

undertaken to begin the replacement process in these locations.

Conservation Areas/ Urban Forest

A tree maintenance contract was awarded to Tree Technology, Inc. for the structural pruning and care of trees on conservation land and in sensitive park areas. This contract requires expertise in hand climbing for environmentally sensitive areas of trees or those areas that are difficult to access. This contractor is also responsible for the removal of all eastern hemlock trees that have failed due to the hemlock woolly adelgid infestation.

Hemlock Woolly Adelgid

Hartney Greymont completed the Mauguet treatments for the hemlock woolly adelgid. This year the Town treated approximately 125 trees located at the D. Blakely Hoar Sanctuary, Walnut Hills Cemetery, and Larz Anderson Park. In other significant locations, such as Larz Anderson Park, Soule Recreation Center, and Walnut Hills Cemetery, the Town Arborist sprayed the hemlocks with horticultural oil as recommended by the state forester. The mature trees at those locations were deemed significant and worthy of saving.

A stand of eastern hemlock trees along Beverly Road adjacent to Baker Field was removed last January due to the Hemlock Woolly Adelgid blight. The trees were determined to be a significant hazard to pedestrians in the area and removed accordingly.

Resistograph

In January, the Division purchased an important diagnostic tool to assist in the evaluation of our street, park, and sanctuary trees called a resistograph. This new diagnostic tool uses a complex system of gears and drive ratios to measure the resistance on the tip of a small needle that is drilled into the bark of a tree. By extrapolating the reading the Town can better ascertain the amount of decay in a particular location on any given tree, which is a critical component of an evaluation of a tree to determine if it is hazardous and requires removal.

Combining the standard visual observations with the detailed results of a resistograph reading in the assessment of a tree presents a more complete picture as to the structural stability of a given tree. This more complete investigation allows the Division to provide a better level of protection for the users of our parks streets and sidewalks.

The resistograph also has a feature that allows for the user of the machine to create a separate record of examination for each tree that is inspected. This separate record can be catalogued and called upon if questions regarding the stability/health of a tree come into play in the future.

Tree Maintenance

Over 1,100 street trees were pruned town-wide in 2002. The Town is on a 5-year maintenance program for tree pruning. During the Summer of 2002, the Tree Planting Committee authorized the implementation of an enhanced street tree watering program. This effort was undertaken to combat the effects of several years of drought. With this program, trees in their first four years of growth were targeted to receive special attention in order to ensure they could establish their root system, and lead a long and healthy life. As a result of this program, there was a marked decrease in the mortality of newly planted trees. Thanks go to the many citizens who took the time to water the new trees near their property! This combined effort will pay dividends for years to come.

Tree City USA

The Town received the National Tree City USA Award from the National Arbor Day Foundation at a spring awards ceremony at Forest Park in Springfield, Massachusetts. This year Brookline was also awarded a Growth award from the National Arbor Day Foundation in recognition of increased continuing education and public outreach. Brookline was selected as one of the few municipalities in Massachusetts to receive the distinguished award.

Arbor Day Celebration

On April 25, the Town held its official Arbor Day ceremony. To commemorate this special day, Chestnut Hill Realty partnered with the Town to plant several new trees on the grounds of the Baker School. During the Arbor Day ceremony, Principal Tom Cavanaugh, Vice Principal Joy Sacca, and students from grades K-4 at the Baker School joined with Director of Parks and Open Space Erin Chute, Tree Warden Thomas Brady, Town Arborist George Barlow, and invited guests to plant this Sugar Maple in recognition of Arbor Day.



Tree Warden Thomas Brady addresses students from the Baker School during the Arbor Day festivities.

Forestry and Safety Training

As a part of the Division's commitment to continuing education, Town Arborist George Barlow and Tree Warden Tom Brady attended the January Massachusetts Tree Wardens and Foresters Association Meeting. In addition, Brookline made a proactive step to increase the continuing education provided to all of its tree workers. Employees in the Parks and Open Space Division attended a two day "Electrical hazards Awareness program" to receive proper training and certification to work in close proximity within electrical conductors. These same crews also received a safety certification from the MBTA this past year to work in and around the Green Line tracks. This emphasis on continuing education for in-house staff has led to better care for the Town's trees, and assurances that crews maintain a safe and productive work environment as they perform their duties throughout the Town.

Public Outreach

This past year, the Parks and Open Space Division partnered with the Brookline Greenspace Alliance to increase educational opportunities for the public through a series of walking tours with Tree Warden Tom Brady to look at the health, beauty, and benefits of trees in Brookline. These talks explore the inner workings, environmental benefits, and identification of various trees in a variety of settings.

The overwhelming citizen interest in tree preservation continues in Brookline. The Division continues to work with interested citizens, businesses, and environmental advocacy groups to enhance the care of the urban forest.

JOINT ACTION PROJECTS

Climate Change

In April of 2000, the Town of Brookline joined the Cities for Climate Protection Campaign of the International Council for Local Environmental Initiatives in an effort to evaluate and reduce greenhouse gas emissions. With this decision, Brookline joined a group of more than 300 cities and counties around the world, and 19 other municipalities in Massachusetts, who are working to address climate change issues at the local level. The Town has completed a Greenhouse Gas Inventory and Report (2000) and has set an Emissions Reduction Target. In February 2002, another major milestone was completed when the Board of Selectmen approved the Town's Local Action Plan on Climate Change. The Plan was written by the Parks and Open Space Division in conjunction with the following departments: Planning and Community Development, Health, Highway and Sanitation, Engineering and Transportation, Water and Sewer, Conservation and Building. It outlines measures that the Town can take to reduce emissions of greenhouse gases, while saving energy and money. Brookline's

Local Action Plan on Climate Change has received widespread recognition and serves as a model for other local climate plans.

The Parks and Open Space Division is now heading the effort to implement measures in the Local Action Plan. The Climate Task Force, made up of internal staff, continues to assist the Division with incorporating emissions reduction measures into departmental priorities. Several measures that are currently under consideration include the renovation of the Health Department Building into a 'green building'; a Walk to School program at the schools; and the benchmarking of all public buildings according to the Environmental Protection Agency's EnergyStar program.

The Parks and Open Space Division also continues to work closely with the citizen environmental group Climate Change Action Brookline, formed in 2000. This group was instrumental in sponsoring several warrant articles that are helping to reduce greenhouse gas emissions that are contributing to climate change. The first required the Town to purchase two highly efficient hybrid gasoline/electric motor vehicles in FY 2002. The Toyota Prius' are used daily with great success by the Health, Building, and Engineering Departments. The second warrant article established a Moderator's Committee that is currently investigating the creation of a municipal electricity franchise, which would pool residents' and municipal buying power in order to make the purchase of energy generated from renewable resources possible. Climate Change Action Brookline is also working on becoming a small scale distributor of compact fluorescent lightbulbs to Brookline residents.

Recycling

The Town continues to achieve a successful recycling rate for residents and commercial businesses.

Working with the Department of Public Works to improve recycling services is the Solid Waste Advisory Committee, a group of residents appointed by the Board of Selectmen to address solid waste and recycling issues in Brookline. The mission of the Committee is to promote increased recycling participation by Brookline residents and businesses in order to effectively decrease the waste stream and create a more sustainable community. In conjunction with the League of Women Voters and the Department of Public Works, SWAC coordinated the annual Household Hazardous Waste Day, held at the Newton Street Transfer Station.



Solid Waste Advisory Committee

CONSERVATION

The Brookline Conservation Commission is responsible for the administration of environmental laws and policies, open space protection and management, water management, preservation of natural features of the environment, and coordination for joint action with many town bodies. The Commission administers and enforces the Massachusetts Wetlands Protection Act through its review of permit applications and issuance of Determinations of Applicability, Orders of Conditions, Certificates of Compliance, and Enforcement Orders. The Commission also administers the Federal Flood Protection Program. It initiates and helps guide studies concerning open space, water quality, flooding, and other aspects of local environmental quality. It prepares and oversees implementation of the Town's Open Space Plan and manages conservation areas owned and conservation restrictions held by the Town. The Conservation Commission seeks and administers grants from state agencies and other sources to support the Town's environmental protection efforts, and guides many volunteer open space maintenance and improvement activities.



Conservation Commission

Environmental Protection, Wetlands, and Floodplains

Wetlands Protection Act Enforcement

The Commission has been particularly concerned about the recent construction of large houses in wetlands buffer zones bordering Town sanctuaries. The protection afforded by the Wetlands Protection Act and current zoning by-law appears inadequate and is less extensive than that afforded by many other local by-laws. Town projects in close proximity to river and wetland areas continued to require close oversight during the past year. The Conservation Commission has begun the process of drafting a local wetlands by-law for consideration and review by a future Town Meeting.

Sanctuary Management

The Commission is responsible for the management of 56 acres of conservation land at Hall's Pond, Amory Woods, D. Blakely Hoar, and Lost Pond Sanctuaries.

Nature Sanctuary and Historic Park Interns

The Sanctuary and Historic Park Interns worked tirelessly during the summer to control invasive plant material, weed shrub beds, maintain trails, water plants, remove graffiti, and other tasks in both the sanctuaries and parks. This was the second year that the Division was able to dedicate staff attention to these special locations. These efforts are paying clear dividends in the upkeep and maintenance of our sanctuaries and historic parks.

Hall's Pond Sanctuary

Among the properties managed by the Commission are Hall's Pond and Amory Woods Sanctuaries. Both properties are located in the same area, separated by Amory Playground, which is under the jurisdiction of the Parks and Recreation Commission. Hall's Pond was the first conservation land purchased by the Town. One year after its purchase in 1975, the Friends of Hall's Pond was formed to support the Conservation Commission in managing the Sanctuary by supplying volunteers, conducting programs, and raising funds.

The Hall's Pond restoration project has joined Amory Woods with Hall's Pond and enlarges the habitat for birds, amphibians, and dragonflies in a heavily urban part of town. The project has resulted in improved water quality in the pond, a new marsh, a restored wooded wetland, and a revegetated upland. A picnic area just outside the sanctuary was established with picnic tables and new native shade trees. This conservation land will continue to be a retreat for urban dwellers and will contain at least five small natural habitats for the public to observe, learn from, and enjoy.

The Friends group continued its active role in the completion of the restoration project and the prickly

task of removing the highly invasive multiflora rose from the Albrecht Garden in Hall's Pond Sanctuary.

A celebration for the renewal of Hall's Pond Sanctuary was held in Brookline on June 2, 2002. Erin Chute, Director of Parks and Open Space, presided over the festivities. Steve Burrington, Chair of the Conservation Commission, Barbara Mackey, President of the Friends of Hall's Pond, and Patrice Kish, Department of Environmental Management, spoke about the project. Chute and Mackey were presented with awards for recognition of the time and work that both dedicated to the project. Over 100 people attended the event where music, tours, and refreshments were enjoyed by all.



Willows at Halls Pond

The new upland and wetland plantings went through their first full season with gratifying survival rates. The plantings were monitored for the reappearance of invasive non-native species, with remedial removal of invasives taking place this fall. In addition, an extensive pruning effort was made to the mature trees.

In the spring and fall, extensive workdays were held by the Friends of Hall's Pond. These cleanup efforts led to significant improvements to the Albrecht Garden area as well as general improvements and invasive vegetation removal throughout the sanctuary.

This winter, new ornamental gates were installed at both sanctuary entrances, completing the fencing improvements. The gates are black steel showing the sanctuary's name, attached to substantial granite posts. Those at the entry closest to Amory Woods are etched with text speaking to the founding of the sanctuary and recognizing the Stoneman Family Foundation's contribution. The gateways will be further improved with an informational kiosk, the design for which was completed this year by the Friends group.

Lost Pond Conservation Area

The Lost Pond Sanctuary is part of a larger complex composed of approximately 130 acres of conservation land that includes Metropolitan District Commission's Lost Pond Reservation and the City of Newton's Kennard Park & Conservation Area. The Commission's

objectives for Lost Pond Sanctuary include completion of a natural resource inventory and improvements in signage.

Since the pond area adjoins the Town landfill and will be affected by its closure and re-use, the Commission has begun reviewing closure plans. Any development of this property will need to be shown not to adversely impact wetlands resource areas in the Lost Pond Sanctuary before it proceeds. The Commission is represented on the citizen advisory committee and has been involved in guiding the consultants on the possible environmental impacts of the project. The Friends of Lost Pond are also involved with the advisory committee.

In view of the possible impacts on the Lost Pond Conservation Area, the commission selected a consultant to undertake a wildlife habitat assessment for the Lost Pond Sanctuary. This written report and assessment will provide information on the plants and wildlife in the area and the steps that will be needed to ensure there is no adverse impact as a result of the landfill closure project.

A new information kiosk was constructed and installed at the Arlington Road entrance to the sanctuary in the fall of this year. This new kiosk will allow the user to view interpretive and informational material to enhance their enjoyment of the sanctuary.

D. Blakely Hoar Sanctuary

D. Blakely Hoar Sanctuary is a natural area of 25 acres. As part of a contiguous natural area of 100 acres, the sanctuary forms a portion of the Charles-to-Charles Greenway, connecting Boston, Brookline, and Newton through greenspace.

In a cooperative project with Chestnut Hill Realty, significant improvements were made to the entrance of the D. Blakely Hoar Sanctuary. These improvements corrected deficiencies in drainage structures, improved the pedestrian pathways, and corrected some erosion problems on the bank of the stream. This project will improve the experience for visitors to the Sanctuary while protecting its natural resources.

A new information kiosk was constructed and installed at the Gerry Road entrance to the Sanctuary in the fall of this year. This kiosk will allow the user to view interpretive and informational material to enhance their enjoyment of the area's natural features.

Environmental Education

Visions of Green Community

VGC was established to encourage an appreciation and knowledge of our unique environment – from backyards to streets, parks, and nature sanctuaries. During the month of April, the Sixth Annual Visions of Green Community Mixed Media Exhibition "Tame &

Wild: Celebrating Nature in Our Neighborhoods" was presented at the Hess Gallery at Pine Manor College and the Brookline Senior Center. VGC is a project of the Commission and is sponsored by Brookline GreenSpace Alliance (BGSA), with the support of the Blossom Fund and Brookline Public Schools, K-12.

Environmentalist of The Year Award

This year there were two recipients of the Environmentalist of the Year Award. Chestnut Hill Realty received an award in recognition their support of and participation in the improvements to the Gerry Road entrance of the D. Blakely Hoar Sanctuary. The Brookline Village Coalition received an award for their generous support of arboricultural services to improve the health and longevity of the significant stand of trees adjacent of the Brookline Village T station.

Engineering and Transportation Division

Under the direction of Mr. Peter M. Ditto, P.E., the Engineering and Transportation Division of the Department of Public Works (DPW) is charged with the management and administration of town infrastructure, as well as the design and implementation of the vast majority of Public Works' items contained in the Town's Capital Improvement Program (CIP). Town infrastructure includes surface facilities in the areas of all public right-of-ways, such as roadways, sidewalks, traffic signals and parks, as well as those facilities that lie underground, such as storm drain/sewer systems, water supply lines, and traffic signal conduit. CIP projects range in type from traffic calming initiatives to wetlands restoration efforts.

In order to effectively manage both the diversity and complexity of infrastructure issues for which the Division is responsible, administrative programs and project undertakings are assigned to one of two disciplines: Engineering or Transportation. While it is inevitable and by design that these two sectors should frequently overlap, the Engineering Section is fundamentally concerned with issues of civil and environmental engineering, while the Transportation Section is devoted primarily to transportation policies and traffic engineering.

ENGINEERING

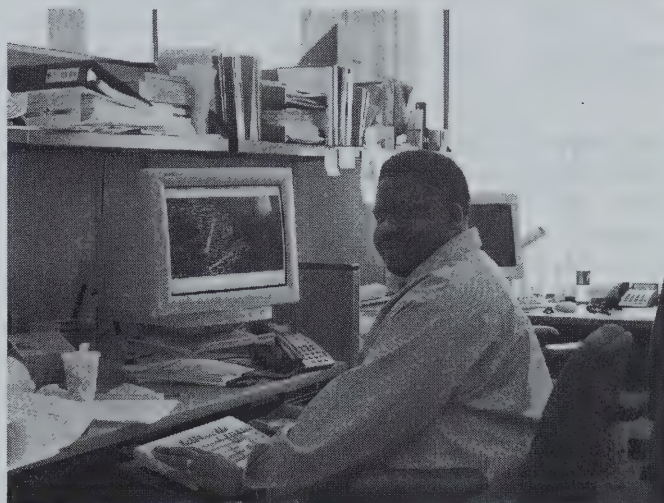
Professional Staff

The Engineering section of the Division is supported by a staff of 10, whose professional qualifications or licenses include one Engineer-In-Training (EIT); one Surveyor-In-Training (SIT); and one Professional Land Surveyor (PLS); four Professional Engineers (PE); one Registered Architect (RA); and one certified Construction Supervisor (CS).



Engineering-Transportation team

The Engineering Division welcomed (3) new members to its team this year: Mr. Kurt Fraser; Mr. Jay Hersey; and Ms. Karen Naymie. The addition of these new employees significantly strengthens the capacity of the Division to accomplish its demanding program of annual civil, environmental and transportation projects.



Kurt Fraser

Kurt A. Fraser is a graduate of Northeastern University, School of Engineering. Kurt received his B.S. Degree in Civil Engineering in June of 2001. Prior to being hired by the Town of Brookline, Kurt worked for Green International Affiliates, HRP Environmental, and as a Coop-Student with the Town of Brookline. Kurt is currently working on the South Harvard Street Reconstruction project, scheduled to begin in the Spring of 2003. He also assists the Transportation Division with various transportation related issues.



Jay Hersey

Mr. Hersey is a Professional Engineer who was hired to oversee permitting, inspection, and reporting on a variety of projects involving storm water management (NPDES Phase II), solid waste management (landfill closure and Handling Facility Operations), water resources management (wetlands, streams, brooks, and rivers), and other environmental issues encountered by the Town of Brookline's Department of Public Works.

Jay received his B.S. in Bio-resource Engineering Technology from the University of Maine, Orono, in 1997. He is registered as a Professional Engineer in the states of Maine and Utah, and is currently seeking reciprocity in the Commonwealth. Jay has previously worked with the U.S. Army Corps of Engineers, Wetland Delineation and Management Consulting. He also completed OSHA Safety Training, 29 CFR 1910.120 in 1998.



Karen Naymie

Karen Naymie holds the position of Civil Engineer III within the Engineering/Transportation Division and is charged with contract administration for several parks projects. Karen came to the Town of Brookline with three years of municipal project experience and holds a Master's degree in Civil Engineering from Northeastern University.

In addition to the permanent, full-time, employee roster, the Engineering-Transportation Division sponsors no less than one summer internship and a part-time program throughout the year. This past year the Division had the good fortune of hosting Ms. Angela Charubini, now a senior at Tufts University and majoring in both structural engineering and architecture studies.

Division Charges

Responsibilities of the Engineering section are themselves divisible into four broad categories: 1) Permit Administration and Inspection; 2) Archival Maintenance and Reference; 3) Interagency Coordination and Oversight; and 4) CIP Project Management and Engineering:

1) Permit Administration and Inspection

The Engineering Section oversees the issuance of Street Opening and Occupancy Permits, typically given to contractors working in public right-of-ways for utility companies, communication corporations, public authorities, or private property owners. Construction work that would typically require such permitting can be either at the sidewalk or street surfaces, or require digging or trenching beneath these finished grades. Parks and school grounds also demand permit consideration.

The purpose of this permit process is both to protect the public infrastructure (property) of the municipality and to promote public safety. This permit system and associated database is actively maintained on the Town's network. The system does generate revenue through licensing fees, which serve to offset costs of oversight and administration. Division Inspectors, with the aid of a pre-application process, determine the type of work, associated charges and anticipated impacts to material integrity and traffic/parking conditions. In addition, Inspectors monitor the work and assure that restoration meets with Town specifications.

Sanitary sewer, storm drain and water supply connections are also within the permitting purview of the Engineering Division. Following application procedures, engineered plans and necessary documentation are submitted to Division personnel for review and subsequently, if recommended, for approval by the Director. Generally, these connection permits are associated with parcel developments, capacity and material upgrades, or maintenance when failures occur.

2) Archival Maintenance and Reference

The Engineering Section maintains record plans of its water, sewer, and storm drain systems, including individual parcel connections. In addition, plot plans, or surveyed drawings, complete with bound locations, are maintained for all lands within the Town, whether public or private. These infrastructure and survey

documents are kept in an extensive archive, copies of which are available to the public upon request. Along with records of property and Town-owned services, the Engineering archives contain construction plans for all Public Works projects, such as roadways, bridges, and park facilities.

3) Interagency Coordination and Oversight

The Engineering Section coordinates directly with state authorities, such as the MBTA and MWRA, whose infrastructure is both located in Brookline and serves the community and/or its immediate region. Similarly, Engineering permits and supervises the maintenance, upgrade, and installation of utility systems or communication networks, whether publicly or privately sponsored. Significant projects in 2002 are described in the following profiles:

- MBTA Platform Accessibility Improvements along the C-Line at St. Mary's, Coolidge Corner, and Washington Square
- MBTA Track Upgrade along the whole of the C-Line
- MBTA Cypress Street Bridge Replacement above the D-Line
- MWRA Water Main Rehabilitation along Beacon, Harvard, and St. Paul Streets
- MWRA Water Line Rehabilitation along Lee, Warren, and Cottage Streets
- BOSTON GAS replacement of services throughout the Town
- NSTAR upgrade of electrical transformer and supply lines at Beacon Street
- RCN and AT&T broadband network installation

4) CIP Project Management and Design Engineering

The Engineering Section implements projects listed in the Town's CIP, which might entail project planning; feasibility studies; site surveys; design engineering; preparation of specifications and cost estimates; project advertising and bidding; and construction administration and supervision. The following project briefs, which represent CIP items listed in Parks, Water & Sewer, Highways, and Engineering and Transportation, offer an overview of the Division's 2002 endeavors:

Engineering CIP

- Roadway Reconstruction – 3 miles of roadways were resurfaced, representing 13 Town streets.
- Sidewalk Maintenance – Approximately 4,050 square yards of cement concrete sidewalks and accessibility ramps were replaced.
- Roadway Maintenance – 650 square yards of bituminous concrete repair to roadway defects and hazards.
- Traffic Calming measures were installed along Washington Street, at the intersections with

Salisbury, Evans, Downing, and Bartlett; pedestrian scaled traffic bollards were installed in the vicinity of the High School at the raised intersection of Tappan, Greenough, and Sumner in order to delineate vehicular and pedestrian zones of travel.

- Beacon Street Traffic Signal and Roadway Reconstruction (Core) project development.
- Beacon Street Historic Transportation and Landscape Enhancements project application and development.
- Completed the Carlton Street Footbridge Phase II Feasibility Study, exploring six related issues, including transportation, historical, public safety, accessibility, cost, and funding questions.
- Filed comprehensive site assessment for Newton Street landfill.

Transportation CIP

- Traffic Signal Installation at Heath/Hammond Streets.
- Webster Community Street development continued.
- Consultant selection for design of new traffic signals at Washington/Park Streets.

Parks and Open Space/Recreation CIP

- Hall's Pond formal entrance and fencing.
- Robinson Field irrigation system.
- Baker School entrance at Gerry Road.
- Allerton Overlook loam and seed.
- Larz Anderson Park wall replacement design engineering.
- Concrete path and stair reconstruction.

Water and Sewer CIP

- Walnut Hill Cemetery sewer and drain construction.
- Removal of illicit connection on Griggs Road.
- Rehabilitation of 10,500 linear feet of sanitary sewers.
- Investigation of Infiltration and Inflow of sanitary sewers in South Brookline.

TRANSPORTATION

A Transportation Planner, a Transportation Engineer, and an office administrator staff the Transportation section of this Division. Technical support and administrative services are provided by the staff in the following areas:

- (1) Transportation Board meetings and responses to resident inquiries;
- (2) Small-scale traffic calming, traffic safety, and parking studies as well as spot studies on the use and placement of traffic control devices and parking signage;

- (3) Design of intersection and traffic signal improvement projects;
- (4) Management of parking time limits and fees for all town parking meters;
- (5) Administration of resident daytime, guest overnight, resident overnight, and commercial area employee parking permit programs;
- (6) Regulation of taxicab industry and limousine services;
- (7) Reviews of transportation access plans for new developments.



Transportation Board

1) Transportation Board and Resident Inquiries

The Transportation Board, a citizen body of six appointed by the Board of Selectmen, is charged with oversight of the Town's Traffic Rules and Regulations. The Board meets on a regular basis to review and adopt traffic and parking policies, to review and approve various license applications, and to act upon recommendations for traffic safety and parking improvements identified by town residents and Division staff. The Board conducted 10 public meetings during 2002 and acted upon over 65 agenda items. Division staff also responds to all public inquiries regarding traffic and parking. During 2002, the Division responded to over 3,000 telephone, email, or written requests for transportation-related information.

2) Traffic Calming and Traffic Control Regulations

The safe flow of traffic on the streets of Brookline is of the highest priority. Area-wide traffic calming studies are performed to identify traffic volume, speed, or parking conditions that might contribute to unsafe vehicular or pedestrian movements. During 2002 the Division provided support to the Brookline School Department in developing several school safety plans, and initiated traffic calming needs assessments in five neighborhoods. In response to safety concerns and field-documented conditions that warranted new or improved signage, the Division also prepared a total of 74 sign work orders that involved the installation of

over 400 new or modified traffic control signs or pavement markings.

3) Traffic Signals

Both the design of new traffic signals and the operation (phasing and timing) of existing traffic signals fall under the purview of the Transportation Division. Traffic counts and speed monitor data are also routinely gathered to provide information necessary for signal design or modification. During 2002, Transportation Division staff performed speed studies at five locations and assisted the Engineering Division in preparing contracts for upgrades to the intersections of Washington Street at Park Street and Longwood Avenue at Kent Street.

4) Parking Meter Management

The Transportation Division staff, working in concert with a Parking Task Force, assumes primary responsibility for managing the Town's parking meters and parking lots. During the past year, the parking time limits and rates in effect at all of the 2,500+ parking meters in the town were reviewed. A total of 11 parking meter work orders were prepared for action, and modifications to the time limits or hourly rates were made at over 1,800 meters. The Division also developed the ParkCard parking program that will, when implemented in 2003, provide residents with a cashless way to pay for parking at all of the town's electronic meters. With the approval of the Transportation Board and Board of Selectmen, modifications were also made to the parking fine schedule.

5) Parking Permit Programs

The Division staff administers the resident daytime parking permit program, the overnight guest parking program, the overnight resident parking program, and the commercial permit parking program. It also evaluates and acts upon, with the approval of the Transportation Board, all requests for handicapped parking and valet parking spaces. In 2002, the Division issued 366 resident daytime parking permits to 302 households, and administered the monthly rental of 235 overnight parking spaces. A new ticket-dispensing machine for the overnight guests parking program was also purchased and installed in the Public Safety Building. Over 1,000 temporary parking signs were provided to approximately 400 residents moving in or out of Brookline. At the request of the Transportation Board, Division staff also initiated a review of the daytime resident parking program and the existing resident parking policy.

6) Taxi Regulation

The licensing and inspection of all taxicabs and limousines operating in the Town of Brookline falls under the jurisdiction of the Transportation Division and Transportation Board. There were two taxicab companies with a total of 150 taxicabs licensed to operate in Brookline in 2002. The Highway Division

conducted semi-annual inspections of the taxis and the Transportation Board re-issued licenses to both existing companies with conditions. To encourage competition in the taxi industry and address a series of public concerns, Division staff recommended that substantial changes be made to the Brookline taxicab program and prepared a complete re-codification of the Taxicab Regulations. The Transportation Board subsequently adopted revisions to the Taxicab Regulations after numerous public meetings and consultation with the taxi industry.

7) Review of Traffic Access Plans

All major new developments in Brookline undergo review for their potential traffic and parking impacts on the surrounding street system, and the adequacy of their access, circulation, and on-site parking plans. Division staff performed detailed reviews of the access plans submitted by five major developments during 2002.

RECREATION DEPARTMENT

The Park and Recreation Commission consists of seven residents appointed by the Board of Selectmen. The Commission is a policy-making board responsible to the Town for providing year-round high quality indoor and outdoor recreation activities for children and adults. The goals of the Commission are to deliver programs that are culturally, socially, mentally and physically-based and are presented at well-maintained parks and facilities. Safety and quality are paramount. The Selectmen, Park and Recreation Commission, and Recreation staff are especially indebted to the numerous volunteers and citizen groups who contribute their time, energy, and resources toward the improvement of Town facilities, parks, and recreation programs. The Commission meets the second Monday of the month at the Police/Fire Headquarters on Washington Street or at the Golf Course Clubhouse.



Park and Recreation Commission

The R.A.F.T. (Recreation Activities for Teens) program, created in 1992 in response to the findings of the Town's Youth Steering Committee, continues to expand. Over 1,000 teens have joined R.A.F.T. this year. The R.A.F.T. Teen Dances continue to be very successful and have proven to be a tremendous social gathering for Brookline's 6th, 7th, and 8th grade students. The 6th grade students now have their own dances, separate from the 7th and 8th grade students. Also, R.A.F.T. Friday Evening activities at the Main Gym continue to be a very popular activity.



Participants of R.A.F.T.

Programs for senior citizens and membership in the Brookline Golden Age Club continue to expand. The ever-popular Spring, Summer, and Fall day trips to destinations such as the North Shore Music Theatre, Foliage Trips, Foxwoods Casino, Martha's Vineyard, and a Day at the Races, continue to be filled to capacity. Golden Age Club monthly meetings are now held in the new Brookline Senior Center.

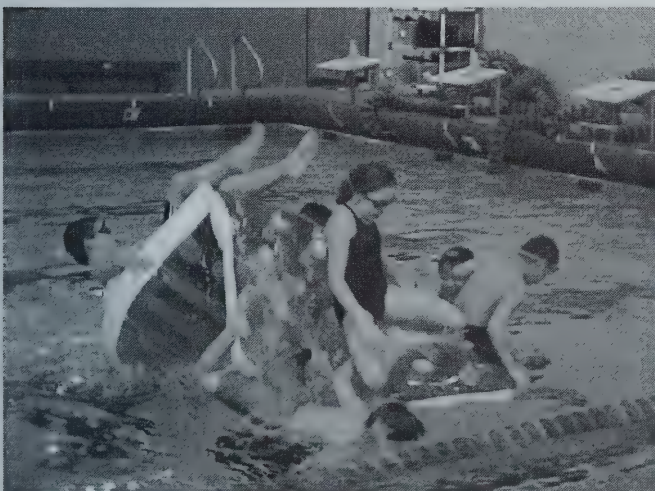
The pool staff continues to make adjustments throughout the year to meet the needs of the Brookline Community. New program offerings include Arthritis Water Exercise, Diving Lessons, Synchronized Swimming, and Water Polo. The Pool hosted the High School Bay State Competition with the Colorado Timing System in cooperation with the BHS Athletics. The Pool now offers on-line registration services. A new "Record Board" was installed that displays swim team records for all to see. The pool staff attend monthly training courses and five members of the staff are now Certified Pool Operators. The Recreations Swim Team, 288 strong, continues to be a leader in the Winter Suburban Swim League. Soon to be completed is a new front reception desk, as well as new lockers in both locker rooms. Stop by the Brookline Swimming Pool, site of the first public indoor pool in the United States of America, and enjoy a safe, clean aquatic facility that offers a diverse modern program.



Keeping cool in the pool

Once again, the Brookline Recreation Day Camps had a successful Summer program. Children ages four to 13 were delighted with a variety of classes and activities offered during this eight week camp. A seasoned Summer staff of 120 participated in a two-day orientation at Pine Manor College, which included seminar sessions on all aspects of camp management. More than 70% of the Day Camp Staff completed certified courses in CPR and First Aid. The Recreation Department has added a full-time Health Coordinator to the day camp staff.

The C.D.B.G. Youth Employment Program, a federally-funded program to provide employment for Brookline resident youth between the ages of 14 to 21, placed numerous youths within various town departments. The Hire One, a partnership between private businesses and the Town to find additional jobs for youths, was also very successful. C.D.B.G. and Hire One are both located in the Main Gymnasium, 60 Tappan St., adjacent to Brookline High School.



Kids making waves in the pool

Putterham Meadows Golf Course enjoyed another fine year. Renovations were started on the 18th hole that will result in a new tee complex by the Spring of 2003. With increased marketing and a larger inventory of available items in the pro shop, the attendance at

Putterham continues to increase. The Park and Recreation Commission continues the policy of keeping the golf course open all winter, which has been extremely successful. Over \$500,000 in improvements to the clubhouse were, resulting in an aesthetically pleasing atmosphere for all. The Commission was pleased to sponsor the 9th annual Youth Sports Organization Golf Tournament as a method of assisting Brookline Volunteer organizations in their annual fund raising efforts. Added to our staff roster was the position of Head Pro, another step in upgrading the course management. Join us at Putterham Meadows located in the south section of Brookline, adjacent to The Country Club and Pine Manor College.

Many programs are operated at the Main Gym Facility. Over 500 children participate in the youth and travel basketball leagues, which are coached by parent volunteers. The program objective is to offer a recreational basketball league with the emphasis on participation, not winning. The Tap and Ballet classes, R.A.F.T. Open Friday Evenings and indoor Tennis round out the Main Gym programs. Although space prohibits listing each program and accomplishment, this report should mention the following essential offerings and significant accomplishments:

- Increased the number of participants for adult indoor soccer program at the Main facility, co-sponsored by Viking Soccer, by 50%.
- Working the Town's Information Technology Department, began a highly successful On-Line Registration program.
- Increased training/professional development opportunities for all staff.
- Assisted numerous agencies with their transportation needs: Council on Aging, School Department, Policy Academy, B.H.S. Athletics, Housing Authority, and the School/Community Partnership.
- Expand the Summer Concert Series by 30%.
- Received grants totaling \$15,000 for inclusionary programming, coach's clinics, and a concert stage.
- Through the Building Department, completed renovations to the Soule Recreation Center.
- Conducted free golf clinics for beginners.
- Began operating Brookline Youth Soccer as a Brookline Recreation Department program.
- Instituted a new High School Basketball League.
- Cooperative agreements for field use are in place with Beaver Country Day School, Park School, Hellenic College, Pine Manor College.
- Completed renovations at the pool including a new exterior ADA ramp and updates to the plumbing in both shower rooms.

- Offered both the After School Program and the Morning Play Program from the Eliot Recreation Center.
- Worked closely with the School Department to share spaces, thereby allowing more programming for all Brookline Citizens.
- Continued to offer the very successful "Lifeguard In Training" program.

The Park and Recreation Commission and the Recreation Staff look forward to implementing new and exciting programs for 2003. The accomplishments of this past year were the result of the concerted effort of the Board of Selectmen, various commissions, various town departments, staff, numerous volunteers, and our patrons.

The members of the Recreation Department are proud of our varied accomplishments and look forward to working with the Selectmen, boards, commissions, committees, and the general public during the coming year to fulfill the recreational needs of residents of our community.



Having a ball in the pool

PUBLIC SCHOOLS

The Students and The Schools

The Brookline Public Schools include eight K-8 elementary schools, Brookline High School, a comprehensive high school for grades 9 - 12 and an early childhood center. As of February 2003, there were 5,881 students enrolled in the Public Schools in grades K-12: 4,020 in the elementary schools and 1,861 at Brookline High School.

Ten percent of these students are English language learners, served through English as a Second Language (ESL) Programs or in Bilingual Education (TBE) programs. More than 30% of the Brookline student population have a home language other than English. These students represent 36 language groups, with Japanese, Korean, Hebrew, Russian, Chinese and Spanish accounting for 85% of these English language learners. The non-white population of the schools is 29%: 13% Asian, 11% African American and 5% Hispanic.

The philosophy of the Brookline Public Schools is reflected in our four core values:

- o High academic achievement for all students
- o Excellence in teaching
- o Collaborative relationships
- o Respect for human differences

While we teach students with a wide range of needs, our students continue to demonstrate higher levels of academic success. A higher percentage of Brookline High School graduates go on to four-year colleges than 15 years ago; College Board scores have increased over the past five years; and Brookline's scores on state curriculum assessment tests in mathematics, science, social studies, and reading are dramatically higher than the state average and considerably higher than communities similar to Brookline.

INSTRUCTION

Prior to the restructuring of the central office of the Brookline Public Schools, the administrative leadership of special education was separate from the administration of all other curriculum and instruction. The central office was restructured in 2002 with the strong belief that issues of teaching and learning are about all of Brookline's children. Beginning in July, 2002 the Deputy Superintendent for Teaching and Learning oversees all curriculum and program coordinators, as well as the Assistant Superintendent for Student Services, therefore eliminating the artificial boundaries between regular education and special education. This inclusive concept helps to define our primary goal - meeting the needs of all learners.

Our Core Values give us direction and inspiration to continually provide an excellent education for all of our students. Throughout the Town, we are working to create challenging curriculum, refine our models of instruction, assess student learning, and coordinate across grades and schools. Our strong traditions of excellence offer a foundation for continual growth and improvement. Collaboration among parents, teachers, and administrators support the efforts to reach our goal of meeting the needs of every student, in every classroom, in every school throughout the Brookline Public Schools.

THE STAFF

Brookline employs more than 700 teachers, counselors, and administrators in its schools.

For the 2002-2003 school year, the administrative staff in the Central Office welcomed several new people including Dr. Jennifer Fischer-Mueller, Deputy Superintendent for Teaching and Learning; Nancy Lane, Assistant Superintendent for Student Services; Stephen Barrasso, Acting Director of Human Resources and Ann Sheehan, Coordinator of Grants and Special Projects. In addition, due to retirements, 3 new coordinators joined the Special Education Department, Jennifer Thomas for Pre-K through grade 3; John Abramson for grades 4 - 8 and Cathy Heller at Brookline High School.

The elementary schools also saw changes in the administrative staff including the naming of John Dempsey as Principal of the Devotion School with David O'Hara and Deborah D'Amico as Vice Principals; Emily Gaberman, Vice Principal at the Runkle School; and Chris Whitbeck as Acting Vice Principal at the Lawrence School. Michael Frantz has been appointed acting Assistant Headmaster for the High School.

System wide five new curriculum coordinators took their places during the 2002-2003 school year: Sandra Sicard for Instructional Technology; Alicia Mitchell for Visual Arts; Teddi Jacobs for Health and Fitness; Tanya Gregoire for Elementary Science; Agnes Alberola for Foreign Language; and Sydra Schnipper in the position of acting coordinator of mathematics at the High School.

The activities of the professional staff are supported by approximately 250 civil service personnel.

PROGRAM HIGHLIGHTS

THE HIGH SCHOOL

Brookline High School reflects the high value the Town holds for education, having established a tradition of excellence and achievement that has earned a national reputation. Serving 1,861 young people, including

students from 75 nations, the High School is characterized by accomplishments across a broad spectrum of activities in and out of the classroom and on the athletic fields.

The class of 2002 averaged 1,167 on the SAT, the highest average score in the school's history, a score made more remarkable because it reflects the highest percentage of students ever to take the exam. The class of 2002 had 14 National Merit finalists. Over one third of the students are inducted into the National Honor Society. The High School offers Advanced Placement courses in U.S. History, European History, American and Comparative Government, Biology, Chemistry, Physics B and C, Calculus AB and BC, Statistics, Computer Science, Environmental Science, French, Spanish, and Art Portfolio. Eighty-seven percent of the students continued on to higher education immediately after graduation, one-third of whom attend the most highly selective colleges and universities in the nation. One of Brookline High's most honored statistics is its dropout rate of 0.1%, one of the lowest in the State.

BHS also takes pride in its large Career and Technology Education Department, its renowned Performing and Visual Arts Departments, as well as three alternative programs - School-Within-A-School, Opportunity for Change, and Winthrop House -- which address the interests and needs of the entire student community. Brookline High School features the largest interscholastic athletics program in New England, with 74 teams and 40 different sports.

Among the 58 student activities and clubs are two student newspapers. Brookline High School also features one of the largest volunteer community service programs in New England, with over 500 student participants. Its constitutional form of governance is a national model, as is its innovative mediation program.

LITERACY INITIATIVES, K-8

The Literacy Program: An Update

Over the past year, teachers have focused on the explicit instruction of reading and writing strategies in grades K-8. This has resulted in school-based and town-wide study groups, professional development, and a poetry curriculum grades 4-6.

Study Groups and Professional Development. Brookline faculty in grades K-6, including classroom teachers, literacy specialists, ESL/Bilingual teachers, special education teachers, and curriculum coordinators, attended a two-day institute by Stephanie Harvey, author of Strategies That Work. Based on this institute, teachers have formed school-based and grade-level study groups to examine effective comprehension instruction. Teachers are also emphasizing school-based professional development on other areas of literacy including effective instruction

for struggling readers, process writing, nonfiction reading, literature circles and assessment.

Poetry Curriculum. In the fall of 2002, Brookline teacher Judith Steinbergh developed a curriculum entitled, "Focus on American Poets," which she presented to grades 4, 5 and 6. The new poetry curriculum has been added to Brookline's language arts curriculum.

Elementary Schoolwide Literacy Grant

In the final year of this grant, the emphasis continued on meeting the needs of struggling readers and writers. Teachers selected quality literature to support their social studies and science curricula. Through the grant, Brookline sponsored several professional development workshops on Literature discussion Groups, English Language Learners and Literacy, Guided Reading and Kindergarten Literacy.

SCIENCE K-8

The K-6 science department is training teachers on the use of Inquiry Investigations in science teaching. Started as a Brookline Foundation funded project, the science department has trained teacher leaders to provide after school workshops for teachers in grades K-6. Using professional development materials and methods provided by the Exploratorium Institute for Inquiry, teachers are developing lessons based on the philosophy that by using inquiry processes in science, children can test their own ideas in a fair and self-directed way that may confirm their working hypotheses or help to generate new ones.

The research and experience of Brookline teachers suggests that as students learn the inquiry processes of observing, questioning, hypothesizing, predicting, investigating, interpreting data and communicating findings, they come to a better understanding of science concepts. Teachers must become comfortable facilitating and guiding this different style of student learning - this is where teacher leaders, science coordinators and peer discussions provide support for a new type of teaching.

Through this project, teachers have established a classroom atmosphere that encourages careful and critical observation. Inquiry investigations will help students carefully design investigations and analyze data to come to a greater understanding of science concepts.

SOCIAL STUDIES K-8

The Grade 4 teachers are using a new text, the Horizon series from Harcourt, as their core text and classroom resource for their sequence in early U.S. History. The school system supported this new text with an influx of trade books as well. The texts are used to supplement materials such as literature, geography materials, primary sources, technology and videos. This follows an equally ambitious review and

purchase of 7/8 texts, the History of US by Joy Hakim, which are now in their second year of use at the upper elementary levels.

The Grade 7/8 social studies teachers, along with colleagues from language arts, the elementary libraries and elementary math, are in the second year of a Brookline Foundation-supported grant to bring more technology into their instruction. The project will link more computer hardware in classes where the teachers have agreed to work on targeted professional development. The "Tech Team" of 7/8 social studies teachers presented an Exhibition Day in October of their breakthrough work in integrating technology into social studies instruction and followed this with a presentation for all of the 7-12 social studies teachers at an early release day in November.

The social studies department supplied new geography materials to nearly 35 classrooms, replacing outdated and worn materials such as pull-down maps, classroom globes, and atlases.

CHINA EXCHANGE

The China exchange began with two major initiatives, the *China Studies Partnership* and a Chinese language program. The first exchange teachers came to Brookline from the Gao Xin School in Xi'an, China in 1999. Since that time, Brookline has exchanged teachers and students with our sister-school in Xi'an. One of the first exchange teachers taught all of the 6th graders Chinese three times a week at Driscoll School. The language was taught concurrently with a study of Chinese history, geography, culture, and literature. As a result, much of the on-going curriculum was strengthened with the energy and enthusiasm of having a Chinese teacher in the classroom. Each year since then, eight students and a teacher from the Gao Xin School study at Brookline High School for the fall semester; six Brookline High School students and a BHS teacher study at the Gao Xin School during the second semester. The Brookline-Gao Xin Exchange is a living model of global learning and citizenship.

Parents and Community

Brookline families have served as host families for each year's team of students from the Gao Xin School of Xi'an, China. Brookline families host the exchange teacher, who helps with Chinese language instruction at our schools, while other families provide homes for the students who are enrolled at Brookline High School. Host families and friends have provided many activities and opportunities for the Gao Xin students. These host families are vital to the exchange. Their generous involvement not only supports the exchange but strengthens our town's commitment to lifelong learning.

ELEMENTARY FOREIGN LANGUAGE PROGRAMS

Since the 2000-2001 school year, Driscoll School has offered a model of Chinese language instruction that is integrated with the Learning Expectations for the Brookline Schools, in grades 1 - 6. This ambitious project was made possible by a grant from the Freeman Foundation. This grant has been extended and starting in September, 2003, Mandarin instruction will be included in all grades, starting in kindergarten.

In addition to the Driscoll initiative, the Freeman Foundation awarded a three-year grant to study Asian languages, beginning in September, 2001 and ending in June, 2004, to the Baker, Lawrence, Lincoln and Pierce Schools. At the Baker, Lincoln and Pierce Schools, children study Chinese and at the Lawrence School, they study Japanese, presently in grades 1-4, with plans to continue in grades 5 and 6 in September, 2003. The Freeman Foundation has also extended the Driscoll School grant for the grades 1-6 Chinese program until June, 2005.

In addition, students in grades 7 and 8 have the option of taking Chinese as their regular world language course. The 7/8 option for Chinese language instruction is available at both Driscoll and Pierce Schools. 8th grade students participating in the Chinese language option will be evaluated for placement in Mandarin III at Brookline High School. Enrollment in Chinese classes at Brookline High School continues to rise. There is interest in adding a Mandarin V level course to accommodate the increasing skill of students studying the language. Many Brookline teachers continue to enroll in the China Studies program at Primary Source and will be traveling to China in April or August.

Local funding provided the necessary resources to launch primary grade foreign language programs at the Heath and Runkle Schools and to begin at the Devotion School. At the Heath and Runkle Schools the Spanish program is presently instituted in grades 1-3 and at the Devotion School, in grades 1 and 4.

The High School is expanding the course offerings with Russian I and Japanese IV for the 2003-2004 academic year.

The Foreign Language department strives to offer all students in Brookline ways to become proficient in a language other than English, to be knowledgeable of other cultures and peoples, and to begin the study of foreign languages in 1st grade and continue until grade 12 in all eight elementary schools.



School Committee

TECHNOLOGY UPDATE

2002

We continue to work toward our goal of seamless and meaningful technology integration. Last year, Social Studies teachers of seventh and eighth grade students participated in a grant funded by the Brookline Foundation to create technology-integrated units of study; these units were shared in a public forum. Teachers received a laptop computer, scanner and inFocus projector as part of their participation; more importantly, they received training to enable them to work collaboratively and collegially. These teachers will now use those skills to work with additional teachers; therefore, the grant will continue this year, focusing on middle school Social Studies and Language Arts teachers.

We continued to support Classroom of Tomorrow teachers, providing them with specialized training and support. We implemented the use of handheld computers in the middle school science curriculum and effectively supported teachers throughout this endeavor. Curriculum coordinators received support with productivity tools, and we offered building-based professional development opportunities to teachers to support their technology integration efforts.

We also continued to provide increased access to teachers and students alike by updating computer technology for equipment and wiring of schools. Some areas that received new equipment are the Foreign Language Department, OFC program, Science Department and Graphics Arts Department at the High School. Two elementary schools that had outdated wiring received new fiber optic wiring to increase network efficiency, stability, and reliability.

2003

Through a two-year lease, we upgraded classroom computers, wireless laptop carts, and servers at elementary schools. With this infusion of technology, the teachers are integrating and using technology in a

variety of ways. Students in seventh grade are managing virtual bands and are tracking the bands' ticket sales, earnings and profits using spreadsheets. COT (Classroom of Tomorrow) teachers are videotaping students involved in technology-integrated lessons and using those videos to engage in online discussions of best practices of technology integration.

At the High School, we purchased laptops for science and math specialists and computers for classroom teachers. Teachers are continuing to create Web pages through the Cyber Citizen grant to enhance communications with parents and students; teachers are also using PowerPoint to share information in captivating and engaging ways. Students are continuing to use a variety of software to enhance and supplement math classes. We are taking great strides toward seamless technology integration!

SPECIAL EDUCATION

Special education services throughout the district continue to address the needs of identified learners between the ages of three and twenty-two, who require specialized instruction to achieve effective progress in the curriculum. A wide range of services are provided to meet the individual needs of students, from academic intervention to related services in areas such as speech therapy, occupational therapy and physical therapy. Availability of therapeutic services for students requiring special education intervention in the realm of social, emotional and adjustment areas is present at all schools and levels.

Staff continues to work closely with families in assuring the services needed are identified and provided to students in accordance with applicable mandates. A strong and positive relationship exists between the district staff and the Special Education Parent Advisory Council to the benefit of the school system, students and families.

Strong collaboration with regular education staff provides services to students in the most inclusive manner and benefits all students within the class setting. Providing consultation, collaboration and professional development opportunities to both regular education and special education staff across the district is an active approach to further the efforts of all teachers to meet the needs of students with identified special education needs in our classrooms.

BROOKLINE ADULT AND COMMUNITY EDUCATION PROGRAM

The Brookline Public Schools' Adult and Community Education Program, the largest non-credit public education program in Massachusetts, has expanded the concept of learning throughout the Brookline community and beyond. Offering a curriculum of over 500 courses in addition to special and on-going civic projects during the Fall, Winter, Spring, and Summer,

the program has grown to over 20,000 enrollments. The program provides courses for adults, school children, and introductory language training for new residents and older adults. A broad menu of adult courses are offered that reflect community interest in the world, including Chinese, Japanese, Russian, French, Spanish, Arabic, and American Sign Language instruction. Students discuss world affairs and global investing and explore the ethnic music, dance, and cooking of many cultures.

Courses focusing on philosophical and spiritual awareness and reflection also respond to active community interest. Each term, regular program offerings include humanities, music, dance, exercise, arts, computers, cooking, business, and investment for various skill levels. The highly qualified instructors are drawn from Brookline and neighboring towns, and include artists, entrepreneurs, skilled craftspeople, and professional educators. Throughout the year, the Brookline Adult and Community Education Program sponsors a Thursday evening lecture series, and a number of special events such as an annual lecture/tour with Frederick Law Olmsted National Historic Site, the annual concert in honor of Roland Hayes, and the annual Public Health Forum, hosted by former Massachusetts Governor Michael Dukakis.

The Brookline Adult and Community Education Program also presents musical events and concerts. A forum on *Why Music Matters*, with Livingston Taylor, Semanya McCord, William Seymour, and Suzanne Hanser was offered in the Winter 2003, and *Rhythm of the Spirit: An Afternoon of Poetry and Dance*, with Robert Bly and Neena Gulati, was offered in the Spring 2003.

On-going co-sponsored courses with various town agencies, such as the Council on Aging, Brookline Health, Brookline Music Boosters, the Friends of the Performing Arts, the School/Community Partnership, and the Brookline Public Library, continue to be mainstays of the program.

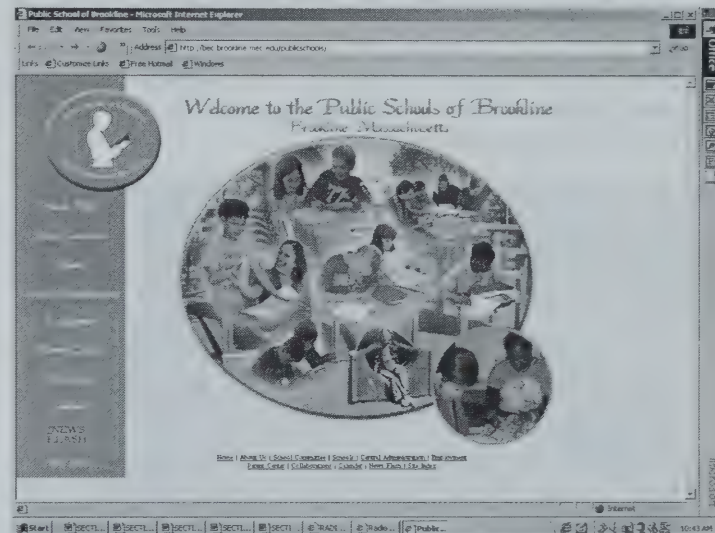
Through its proud tradition of public schooling, the "business" of Brookline has always been education. The Brookline Adult and Community Education Program built on this tradition, expanding the concept of community education to serve the many diverse constituencies that make up the Brookline community.

BROOKLINE PUBLIC SCHOOLS WEBSITE

The Public Schools of Brookline website has been redesigned and efficiently structured to provide visitors with quick and easy access to useful and worthwhile information. The home page (www.brookline.mec.edu) gives prospective residents of the Town an opportunity to discover what the Public Schools of Brookline have to offer. Email links have been added to give visitors a means to communicate with administrators, schools and other individuals associated with the school

system. Information regarding registration is available, including registration forms which can be downloaded to save families time.

In addition to these new features, a state of the art employment web page has been created to recruit individuals for a variety of positions throughout the system. Interested applicants have access to a database of all current vacancies and can submit an application using the online application form.



School Department Webpage

<http://bec.brookline.mec.edu/publicschools/>

This new website also gives students the opportunity to showcase their work to a global audience. The student gallery web page is a dynamic site and will feature broad ranges of student work from the various curriculum areas. This page is interchangeable with the newsflash page that can be used to disseminate emergency information.

All of these changes were made to accommodate both parents and visitors who are seeking essential information about the Public Schools of Brookline.

LIBRARY

SERVICE

The year 2002 was a very challenging year for the Public Library of Brookline. With the Main Library still closed for renovation, the branches were hard pressed to keep up with patron demand for library service. Each month, circulation of materials at the Coolidge Corner Branch was almost twice what it had been before the Main Library closed. At Putterham, the increase was approximately 50%. When circulation from Town Hall was factored in, total usage in calendar year 2002 was only 6.8% less than in the year 2000, before the Main Library closed.



Barbara Radly receives the 2002 Distinguished Service Award from Brookline Rotary Club

Coolidge Corner continued to serve as the de-facto Main Library. The collection was expanded by several thousand volumes and patrons made heavy use of the 12 Internet workstations. During the Spring, we began using software to help manage the public's use of our Internet-enabled computers. This software will later be used at the Main Library. Residents also made very heavy use of the Putterham and Town Hall branches. Over the last several years, access to a wide range of electronic information sources has continued to grow. Some of these services are paid for by the State or the Metrowest Regional Library System and others are made available through our membership in the Minuteman Library Network (MLN). MLN is a consortium of 42 public and academic libraries who work together to enhance service for library users. MLN has a web site (<http://www.mln.lib.ma.us>) that provides links to many useful Internet resources.

Many of the databases available at the library may also be accessed from your home by visiting the MLN web site or the Brookline Library's web site at (<http://www.brooklinelibrary.com>). The State's growing budget crisis led to the loss of *Contemporary Authors* and four other databases on December 31. It is our

hope that the budget crisis will not lead to further cuts in the year ahead.

Over the past several years, we have reported on the increasing levels of resource sharing that has taken place with other libraries. When Brookline was a member of the Metro-Boston Library Network, we loaned about twice as many books to other libraries as we borrowed in return each year. Since being a member of MLN, the two numbers have basically been even. Because the Main Library was closed, we saw the number of items borrowed from other libraries go up dramatically in 2001 and 2002. It is clear that the ability to locate and borrow books easily from nearby libraries greatly enhanced the quality of library service we were able to deliver during the past two years.

STAFFING

Full-time staff work 37 hours per week, including evenings and Saturday and Sunday hours. Educational backgrounds include English, history, literature, children's literature, mathematics, biology, music, and computer science, with 20 of the full-time employees holding Masters' degrees in library science. Given the usage cited above, full- and part-time staff had to work very hard to handle the heavy workload, with fewer personnel available. In spite of this, we were still able to have many staff participate in a wide range of staff development and training sessions sponsored by the Minuteman Library Network, Metrowest Regional Library System, and the Commonwealth of Massachusetts. Most of these sessions focused on computer software and customer service issues. With so much change in information technology, it is critical that time be set aside for staff development.

The year saw a significant number of changes in staffing. In October, Edith Karon retired after 34 years service as a Library Assistant in the Technical Services Department. She has been sorely missed by her colleagues. In the Fall, we began to fill the positions that had been left vacant to conserve funds during the renovation. Barbara Warner was appointed as supervisor of the Putterham Branch Library. Barbara had been the Librarian at the Saint John's School in Wellesley. Julia Keventzidis was appointed as a Librarian I in the Reference Department. Julia had been working as a Reference Librarian at the Malden Public Library. Batia Charpak was hired as a Library Assistant at the Coolidge Corner Library. Batia recently completed her Bachelors Degree at University of Massachusetts. Joyce Chen was hired as a Library Assistant in the Technical Services Department. All four of these individuals have been working for several

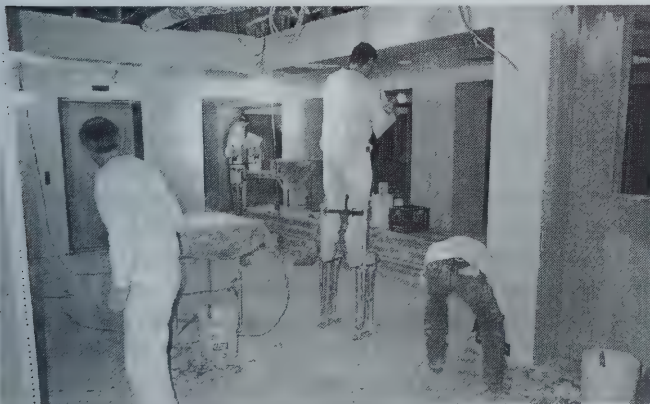
years as part-time employees in Brookline. In July, Brenda Craig was appointed Circulation Supervisor. Brenda joined us with 16 years experience at the Boston Public Library. We are very fortunate to have been able to fill these positions with such proven performers.



Workers place limestone along the front terrace in October

RENOVATION

For most of 2002, more than 30 construction workers were on-site each day. The new roof was in place and the building made weather tight at the start of the year. Other than the boilers and some ductwork above ornamental ceilings, all heating, cooling, and electrical systems were being replaced. Great care was taken to restore as many of the original architectural elements as possible. In many areas, craftsmen were required to patch or otherwise remediate changes made as part of the 1970 renovation. The architect and contractor worked together to carefully match marble, limestone, wood, and other finishes that were part of the 1909 design. At the same time, electricians and other technicians were creating an infrastructure that would support the latest information technologies.



Workmen apply plaster to the lower level in June

Unfortunately, several problems caused us to delay the opening of the building until January 2003. Limestone needed for the front terrace and handicapped ramps was delayed several months. Asbestos was found in

the ceiling of Hunneman Hall, requiring several weeks of remediation. In addition, once it seemed clear the project contingency budget would have a surplus, a decision was made to replace the windows in the 1970 portion of the building with new high efficiency units. The Massachusetts public sector construction process tends to create an adversarial relationship between contractor and the owner. We are pleased to report that the general contractor, BBC Company, Inc., and the Town worked together well. We are even more pleased to report that the Clerk of the Works and several other independent construction professionals have commented on the high overall quality of workmanship that they have observed.

FRIENDS

Due to the renovation, the Friends of the Library were not able to conduct their annual book sale this year. In spite of the resulting loss in revenue, the Friends were able to sponsor another successful series of Summer programs that was very well received by children of all ages.



Workers hang one of three chandeliers that were restored free of charge by Appleton Antique Lighting

FACILITIES

The Building Department and Library custodial staff worked hard to keep the aging HVAC systems at both branch libraries operating effectively. Both of these systems are scheduled for significant improvements in the years ahead, as part of the Town's Capital Improvements Plan (CIP). The rebuilding of the façade of the Coolidge Corner Branch, originally planned for 2001, has been postponed until the Main Library project was completed. We hope to complete this work in 2003.

CONCLUSION

Despite the efforts of Library staff, 2002 was a difficult year for many of our patrons. Both branches were asked to stretch to meet the increased level of usage. Patrons who had never before used either branch library were flocking to both Coolidge Corner and Putterham in record numbers. Regular branch users were forced to deal with large crowds and occasional delays in service. The small "storefront" facility that operated in the lobby of the Town Hall provided a presence in Brookline Village, and a convenient alternative for many. This branch elicited many compliments from residents.



Library Trustees

We want to thank the library staff for coping with cramped quarters and difficult working conditions in order to deliver the best service possible. The Trustees and staff greatly appreciate the on-going support the library continues to receive from the Board of Selectmen, Advisory Committee, Town Meeting, and other municipal departments. Most importantly, however, we want to thank the citizens of Brookline, who, in spite of all the obstacles placed before them, proved once again that library service is of critical importance. We look forward to using the renovated the Main Library, and we will do all we can to provide the very best library service possible in the year 2003.

PLANNING AND COMMUNITY DEVELOPMENT

The Department of Planning and Community Development is responsible for managing and coordinating the town's planning, development, zoning, subdivision, design review, capital improvement, housing, historic preservation and grant programs. The Department also provides support to the Planning Board, Board of Appeals, Housing Advisory Board, Economic Development Advisory Board, Preservation Commission and other appointed committees and task forces. The Department's mission focuses on providing and facilitating: the highest level of service to town residents, businesses and institutions; timely communication and active citizen participation; strategic and proactive planning to appropriately guide and manage short and long term development, redevelopment and capital investment; conservation of cultural, historic and environmental resources; preservation and expansion of affordable housing; initiation of economic development policies, programs and projects to support business opportunities and the enhancement of commercial areas; and, most importantly, improvement of our community's overall quality of life.

Robert J. Duffy, AICP, serves as Director of the Department. Christopher J. Ryan, AICP, serves as Assistant Director. Administrative and clerical support for the Department is provided by Linda Hickey, Senior Clerk Secretary, and Derick Yung, Community Development Secretary. The Department's dedicated professional and technical staff are effectively organized under five divisions and offices: planning; housing; economic development; historic preservation; and community development.

During 2002, the Department initiated or completed the following significant projects.

Comprehensive Plan

The Comprehensive Plan project made great strides in 2002. The Department of Planning and Community Development, in conjunction with the Planning Board and Comprehensive Plan Committee appointed by the Board of Selectmen, completed the second phase of an 18-24 month work program to produce a new ten year Comprehensive Plan for Brookline. The initial phase of the planning process focused on the analysis of existing conditions and the identification of preliminary issues and opportunities to guide the eventual formulation of goals, policies and recommendations. The second phase, initiated in late 2001 and early 2002, focused on the development of a vision statement, initial goals, and alternative scenarios. During this phase, Town residents

participated in a number of community and neighborhood forums.

In January, the Town retained the services of a consultant team led by Goody, Clancy & Associates (GCA) to assist with plan research, outreach, vision and goal development, and production of preliminary and final plans. Early 2002 Comprehensive Plan Committee work sessions provided the opportunity for the Committee members and consultant team to conduct work sessions to confirm the issues and opportunities identified during the previous year.

In March and April, the Committee held a series of workshops that began the process of prioritizing key focus areas of the plan and the development of a draft Vision statement for the plan. In June, a community visioning process was held where the draft vision statement and proposed priority areas for the plan were introduced for discussion. The visioning process resulted in the development of a set of priority issues that the Comprehensive Plan should focus on.

In October, a planning workshop was held that led to the development of three scenarios that were based on the vision and priority areas generated to date. These three scenarios outlined varying mixes of affordable housing development, commercial redevelopment, open space enhancement, and neighborhood preservation. Also in October, a series of community meetings were held to insure broad-based participation during this phase of the planning process.

Each of the identified scenarios was discussed in detail at a November meeting of the Comprehensive Plan Committee where a refined preliminary planning scenario was developed for public discussion.

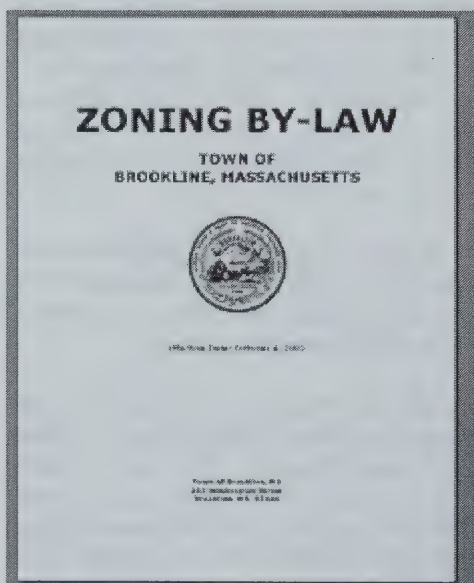
As 2002 wound down, preparations were being made to initiate the working group stage of the project. Three working groups, corresponding to the key issues developed over the course of the year, were assembled from members of the Comprehensive Plan Committee as well as members of the public and neighborhood groups. A series of meetings was planned for and advertised at the end of December to take place in the first quarter of 2003. It is anticipated that the results of this stage will allow for the development of a preliminary plan document in late-Spring and a final plan document in the Fall.

Zoning By-Law Review

In the Summer of 2000, the Board of Selectmen appointed a Zoning By-Law Commission to review the

Town's current Zoning By-Law and develop a set of recommendations as part of a phased work program to be considered by Town Meeting during 2001 through 2003. The first phase of this effort, which involved a basic and preliminary examination of the Zoning By-Law's organization, content, clarity, administration, interpretation and application, was completed in the Summer of 2001 and resulted in the release of an advisory report entitled "Final Work Program, Part I—Executive Summary", which discussed the Commission process and developed a set of short range projects and actions designed to achieve the goals established by the Commission and to meet the charge given the Commission.

Tasks accomplished in 2002 included Spring Town Meeting warrant articles achieving a complete Bylaw reorganization, developing a section in zoning for handicapped accessible parking provisions, the addition of a health club use and related provisions, and a complete redevelopment of the Town's affordable housing requirements. All of these articles received a FAVORABLE ACTION vote. In the Fall Town Meeting, a warrant article introduced an amendment that proposed the modification to the dimensional requirements for internal floor area conversions. It was designed to allow the conversion of attic and basement spaces, in homes that had already reached or exceeded their maximum allowable floor area, to useable space. This provision also received a FAVORABLE ACTION vote.



Cover of New Zoning By-Law Book

Finally, staff from the Planning and Community Development Department as well as staff from the Conservation Commission, the Parks and Open Space Division, and the Engineering Division of the Public Works Department; Town Counsel's office, and a former member of the Conservation Commission continued to put the finishing touches on the proposed Stormwater and Soil Erosion provisions. This piece is

slated to be a warrant article for consideration by Town Meeting in Spring 2003 and designed to meet the requirements of both the Federal EPA and State EOE stormwater management criteria.

It is anticipated that the short-range program will extend to the end of 2003 or beginning of 2004 and result in a significantly revised and updated Zoning Bylaw.

Preservation of Affordable Housing

By the end of 2002, a \$1.3 million rehabilitation program had begun on the dilapidated lodging house at 1754 Beacon Street. This property -- originally purchased by the Brookline Improvement Coalition with the help of over \$1 million from a combination of HOME and Town Housing Trust monies-- was transferred to Pine Street Inn in November, 2002. Assisted by an additional \$1.6 million from three sources of State housing subsidy, Pine Street Inn expects to complete rehabilitation by the summer of 2003 and offer 14 permanently affordable studios and rooms in this beautiful, historic residence. Original funding from the Brookline Housing Trust was repaid by Town HOME funds and State sources.

During 2002, the Town also committed up to \$1.1 million to Caritas Communities, Inc. to purchase, improve and preserve as affordable, another under-maintained lodging house at 1876 Beacon Street. By the end of 2002, Caritas had commitments for an additional \$800,000 in gap financing from State-supported agencies, and was preparing to acquire the property and begin approximately \$750,000 in rehabilitation, to result in 15 affordable units.

St. Aidan's Committee Goals, Principles and Guidelines Report

During 2002, the Housing Division helped staff the Project Review Team for the Saint Aidan's site. This team met with the developer and neighborhood residents both prior to and following the submission, by the Planning Office of Urban Affairs of the Archdiocese of Boston, of an application to the Zoning Board of Appeals for a comprehensive permit under Chapter 40B of the Massachusetts General Laws. The result was the approval, in February of 2003, of a proposal including 50 units of affordable housing. Twenty rental units will serve lower income households and 30 condominium units will serve moderate income homebuyers. The HAB recommended and the Board of Selectmen endorsed a commitment of up to \$3.5 million in Town resources to this project, which successfully achieves significant affordable housing while preserving the St. Aidan's church as market rate housing, and conserving the church's forecourt as a public space.

Master Plan for Fisher Hill Reservoirs

In 2002, the State of Massachusetts offered to sell the Town of Brookline the ten acre Fisher Hill Reservoir site on Fisher Hill Avenue. The Town owns a five acre site across the street which houses an off-line underground reservoir. The Office of Economic Development formed The Fisher Hill Master Plan Committee to investigate the opportunities posed by these two properties. The Committee engaged in an investigation of the condition of the two sites, a town needs assessment, and a review of reuse alternatives. The Committee's report, which included development program elements and criteria for each site, was approved by the Board of Selectmen in December 2002.

State of Brookline Business

The Economic Development Office delivered its first State of Brookline Business Report in 2002. In response to a request from the Board of Selectmen, a report was produced that:

- Quantified the financial contribution of Brookline's commercial areas
- Reported on focus group responses to questions regarding the importance of commercial businesses to the quality of life in Brookline
- Identified ways to measure the performance of the Town's commercial sector
- Assessed the health of the business environment in Brookline, and
- Highlighted action areas for further work for the Economic Development Office

The Economic Development Office will continue to work on the identified action items and monitor both qualitative and quantitative measures of business in Brookline.

Executive Order 418 – Housing Certification

The Commonwealth's Executive Order 418 seeks to encourage the development of housing affordable to low, moderate and middle income families by giving priority for discretionary grants to communities which are taking steps to increase housing supply. For the third year in a row, the Town achieved certification for the period ending June 30, 2003 for taking 32 proactive steps to encourage the development of affordable housing.

Community Preservation Act

The Community Preservation Act (CPA) was formally approved by the Massachusetts legislature on September 14, 2000. The CPA became effective on December 13, 2000. The CPA, through a surcharge of

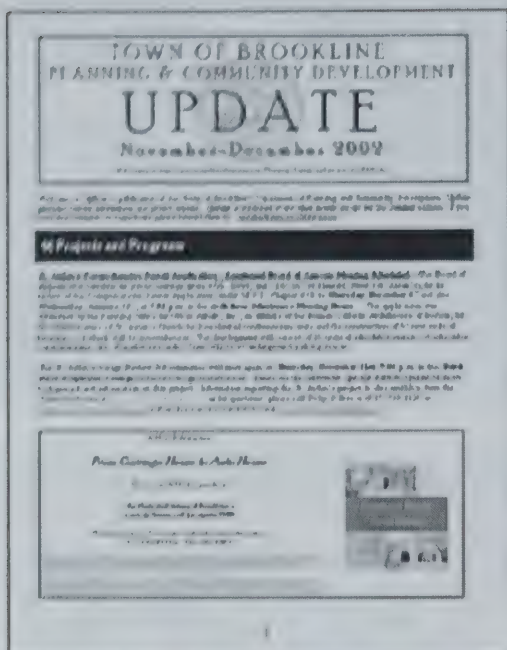
from 1-3% of the annual real estate tax levy, enables local communities to establish a dedicated source of funds to protect open space, preserve historic resources and create affordable housing. The Planning and Community Development Department prepared several initial reports to assist the Board of Selectmen, boards and commissions and the community with an initial understanding of the CPA and its potential applications and impacts. The Department also provided financial impact information for a CPA information session held in January. At the Spring 2002 Town Meeting, members voted NO ACTION on the Warrant Article that proposed sending the CPA to the voters for consideration.

Management and Tracking of Planning Board and Board of Appeals Applications

In conjunction with Information Services (IT), the Department initiated the first phase of an extensive process that will lead to the establishment of computerized files and processes necessary to intake, analyze, manage and track Planning Board and Board of Appeals applications, reports, conditions and decisions. In 2002, staff from both the Planning and Community Development Department and the Town Clerk's office began to use the Board of Appeals data entry screens to track the progress of Board of Appeals cases. Staff worked closely with the IT Department to make improvements to the screen forms which have evolved to better meet the needs of the users. As of the end of the year 2002, a total of 60 cases have now been processed using the Permits Plus system. In addition, Planning and Community Development staff and IT staff began preliminary discussions in the development of Permits Plus screens for the Planning Board Sign and Façade Design Review process. This process is expected to continue in 2003.

Update

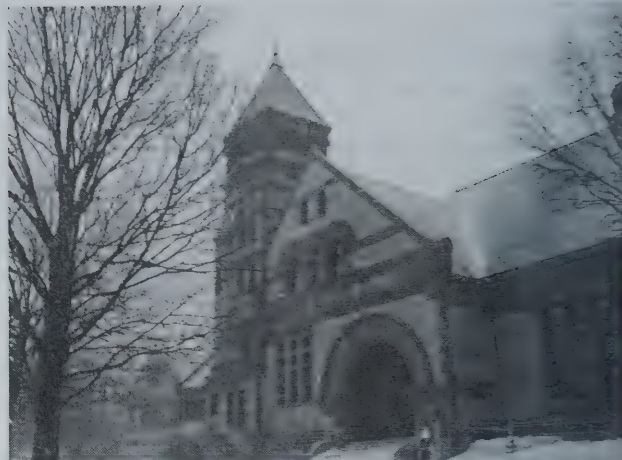
The Department's monthly *Update* publication celebrated its third full year of publication. The Web version of *Update* was converted to an Adobe Acrobat (pdf) format to allow online reading and to enable the printing of a hard copy in the same layout as the printed version. *Update* continues to provide important news regarding key planning and community development activities, projects and programs within or related to the Town of Brookline. *Update* is gaining ever wider distribution to Town agencies, boards, and commissions and the Brookline community.



Update Sample

Chestnut Hill Waterworks Advisory Committee

In 2001, The Board of Selectmen appointed a representative from the Planning and Community Development Department to the Chestnut Hill Waterworks Advisory Committee. This Committee was established to assist the Massachusetts Division of Capital Asset Management, Office of Real Estate (DCAM) in developing criteria for the disposition of the 7.9 acre site on Beacon Street in Chestnut Hill used as a pipeyard, pumping station, and MWRA offices. There are several buildings of architectural and/or historical significance on the site and a key DCAM goal in the disposition process was the preservation of the significant buildings. The Committee continued to meet during 2002 to complete the drafting of a Request for Proposal (RFP), targeted at potential developers or development teams. The RFP was released in September of 2002 and a development team is expected to be selected in the Spring of 2003. Meanwhile, The Boston Redevelopment Authority drafted a set of zoning subdistrict regulations for the site in early 2002. A number of public meetings and hearings were held throughout 2002 culminating in the approval by the City of Boston of a modified version of the regulations in September 2002. The next phase of the project will involve the review of proposals in response to the RFP and the selection of a provisional developer or development team. The Town of Brookline nominated Paul A. Saner and Dr. Judith E. Solwyn to serve as representatives from the Town for this new phase of the process.



Chestnut Hill Waterworks

MAPC Activities

In 2002, the Department of Planning and Community Development continued to be involved with several Metropolitan Area Planning Council (MAPC) committees including representation on the Inner Core Committee, Transportation and Land Use Committee and the Metropolitan Highway System Advisory Board. Representatives from the Department also met with MAPC officials to discuss important programs such as Executive Order 418

Planning & Community Development Internet Site

In 2002, The Department of Planning & Community Development developed several new Web pages to supplement the already very useful and informative general information pages developed by the Webmaster. These included a revised Comprehensive Plan project site, the St. Aidan's Comprehensive Permit Application site, and new public notice pages for meetings and other events.

Planning Division

Mission

The Planning Division, in addition to serving as staff to the Planning Board, Design Advisory Teams, and other appointed committees, guides applicants through the special permit, variance, and design review processes, and represents the Planning Board at Board of Appeals hearings. The Division also prepares facade and sign design review reports and presents them to the Planning Board for its approval. In addition, the Planning Division conducts research and prepares studies and plans to guide physical development and capital investment in the Town.

Staff

The Planning Division is comprised of three full-time staff persons. Chief Planner Polly Selkoe, AICP, conducts design, special permit, and variance reviews and administers the Board of Appeals and Planning Board processes. Assisting Ms. Selkoe are Planners Jennifer Goldson, AICP, and Robert Leigh. Jennifer Goldson left the department at the end of December to take a senior planner position with the City of Newton.

Planning Board

The Planning Board is a five-member citizen committee appointed by the Board of Selectmen to serve in a primarily advisory capacity on town planning and community development issues. The Board holds evening public meetings approximately every two weeks to consider and make recommendations on all Board of Appeals cases. Starting in 2002, the Planning Board introduced a public forum at the beginning of its evening meetings, on a quarterly basis, to give citizens an opportunity to raise planning issues which are of a concern to them. The Board also reviews all proposed commercial signage and awnings, façade alterations, and wireless telecommunication facilities proposed for the Town. Current members include Jerome Kampler, who serves as Chairman, Kenneth Goldstein, Mark Zarrillo, Linda Hamlin, and Steve Heikin.

The Planning Board also convenes Design Advisory Teams to evaluate the design aspects of large development projects and chooses Board members to serve as liaisons to other Town Committees, such as the Housing Advisory Board, the Comprehensive Plan Committee and the Zoning Bylaws Commission.



Planning Board

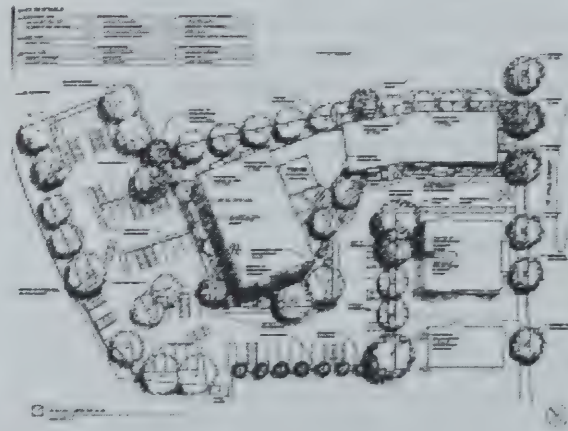
Development and Design Review

During 2002, the Planning Board heard approximately 70 Board of Appeals cases and 91 cases for design review of signs, awnings, and facades, for a total 2002 caseload of 161.



Elevation of 1-3 Harvard Square

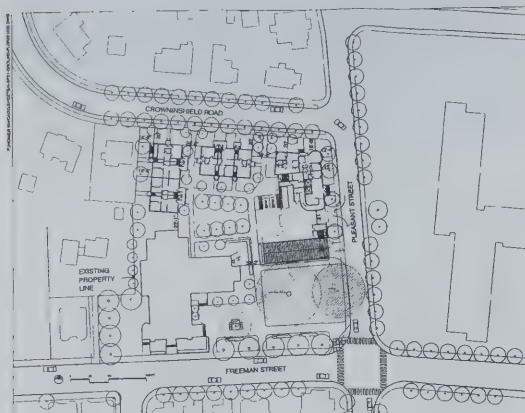
The year 2002 was active primarily with proposed residential projects. Projects recommended favorably by the Planning Board and approved by the Board of Appeals included: 1-3 Harvard Square in Brookline Village for 2 residential units above retail space; 2 St. Paul Street/Aspinwall Avenue for 49 residential units, including 8 affordable units; 121 Centre Street for nine residential dwelling units and basement level parking; time extensions for 550 Heath Street for 49 residential units, including 7 affordable units; 51-53 Park Street for 9 residential units, including 2 affordable units; and St. Aidan's for 59 housing units, including 50 affordable units. When these projects are completed, the housing supply in Brookline will be increased by 177 units, 67 of which will be affordable units.



Site Plan for St. Paul/Aspinwall Project

Design Advisory Teams (DAT's) were formed to assist the Planning Board in its design review of St. Paul/Aspinwall and 323 Boylston Street (29 residential condos). Design Team meetings were also held at the request of the Board of Appeals for the proposed 40B Comprehensive Permit residential project at St. Aidan's. Numerous hours were spent by

Brookline architects and other design professionals, who volunteered their time to help make these projects as responsive as possible to neighborhood concerns and an asset to the appearance of the Town.



St. Aidan's site plan

Design review of commercial signs, awnings, facades, handicap ramps, and wireless telecommunication facilities continues to be an important part of the Planning Division and Planning Board's responsibilities in preserving and enhancing the attractiveness and viability of the Town's commercial areas. Renovated facades and entrances were approved for 100 Centre Street and 1550 Beacon Street, affordable housing complexes for the elderly; a completely renovated storefront for a convenience store at the intersection of Cypress and High Streets; wireless telecommunication facilities at 10 Brookline Place West, 730 Commonwealth Avenue, and 209 Harvard Street; signs for the new hotel at 40 Webster Street and the Beacon Hill Athletic Club at 11 Harvard Square in the Village (formerly CVS); and new façade signs and awnings on Beacon Street, Harvard Street, and Commonwealth Avenue.



387 Washington Street, Village Fare Pizza Facade Update

The Planning Division works closely with the Economic Development Office and the Housing Division to facilitate current and future development proposals and preserve and produce affordable housing in Brookline. The Division participated in meetings this past year with developers who are interested in building housing, including on-site affordable units, and new commercial space.

The Planning Division assisted with preparation and review of zoning amendments and reports for the Fall 2002 Town Meeting. Additionally, the Planning Staff provided technical information to the Comprehensive Plan Committee and its consultants for the workshops and committee meetings that were held. Lastly, the staff worked with the Information Services Department in producing GIS maps showing an inventory of all existing wireless communication facilities to aid in evaluation of future growth and coverage.

Housing Division

Mission

The Housing Division aims at maintaining the diversity of the Brookline community by using available resources to create housing opportunities for households with a range of incomes. It does so through four primary functions: preservation of existing affordable housing; the development of new affordable housing for renters and homebuyers; administration of programs that provide counseling and financial assistance to potential homebuyers; and financial and technical assistance for emergency repairs and

abatement of lead hazards to eligible Brookline property owners.

Staff

The Housing Division is comprised of three staff persons. Francine Price, Housing Development Manager, focuses on policy, new program directions, and project development; Bruce Genest, Housing Project Planner, focuses on homebuyer programs and project management; and Virginia Bullock, Housing Project Planner, focuses on multifamily development and project management.

Housing Advisory Board

The Housing Advisory Board (HAB) was established by Town Meeting in 1987. The HAB is charged with recommending housing policies, plans and programs for the Town, in particular those relating to the promotion of affordable housing as well as the use of housing resources. The seven-member Board includes Roger Blood (Chair), a management consultant specializing in residential mortgage credit risk and insurance; real estate professional Leslie Fabian as designee from the Brookline Housing Authority Board; attorney Ken Goldstein as designee from the Brookline Planning Board; senior activist Joan Lamphier as the tenant advocate for affordable rental housing; Kathryn Murphy (Vice Chair), a senior real estate attorney at a major Boston law firm whose experience includes affordable housing projects; David Rockwell, an affordable housing lender employed at the Massachusetts Housing Partnership; and Kathy Spiegelman, the former Director of Community Development in Cambridge and currently responsible for real estate and planning, including affordable housing initiatives, at Harvard University.



Housing Advisory Board

Current Housing Resources

The Housing Division manages a variety of federal, state and privately-funded resources to provide financial and technical assistance to eligible developers and consumers of affordable housing. As a member of the WestMetro HOME Consortium,

Brookline receives approximately \$400,000 per year in federal HOME funds. The Town also has access to almost \$100,000 per year generated by a revolving loan fund initially capitalized through CDBG. After little activity for several years, beginning in 1999, the Town has received payments into its Housing Trust by developers providing cash in lieu of affordable units, as permitted under the Town's inclusionary zoning by-law. Since 2001, the Town also has contributed to the Housing Trust by annual allocations of free cash approved by Town Meeting. By the end of 2002, the Housing Trust had received a total of \$2.8 million from developers, and \$1.3 million from the Town.

Housing Programs

Preservation of Existing Affordable Housing.

The Housing Division seeks to preserve two types of existing affordable housing – those units originally developed under state and federal programs with “expiring” commitments to affordability, and properties such as lodging houses which, without formal programs, have traditionally served lower income persons.

During 2002, with the Town's assistance, Hebrew Rehabilitation Center for Aged completed its acquisition of the three “expiring use” senior housing developments at 100 and 112-120 Centre Street and 1550 Beacon Street. The Town's \$1 million in Housing Trust funds and reduction in property taxes achieved through the termination of 121A tax agreements helped leverage an additional \$4.9 in State and \$4.5 in private subsidy, and to enable the \$63 million acquisition. As a result, the attrition in affordability at these developments was stopped, and between 308 and 338 units of senior housing – including a modified assisted housing component will be available at below market rates for income eligible seniors for another 40 years.

By the end of 2002, a \$1.3 million rehabilitation program had begun on the dilapidated lodging house at 1754 Beacon Street. This property originally purchased by the Brookline Improvement Coalition with the help of over \$1 million from a combination of HOME and Town Housing Trust monies was transferred to Pine Street Inn in November, 2002. Assisted by an additional \$1.6 million from three sources of State housing subsidy, Pine Street Inn expects to complete rehabilitation by the summer of 2003 and offer 14 permanently affordable studios and rooms in this beautiful, historic residence. Original funding from the Brookline Housing Trust was repaid by Town HOME funds and State sources.

During 2002, the Town also committed up to \$1.1 million to Caritas Communities, Inc. to

purchase, improve and preserve as affordable, another under-maintained lodging house at 1876 Beacon Street. By the end of 2002, Caritas had commitments for an additional \$800,000 in gap financing from State-supported agencies, and was preparing to acquire the property and begin approximately \$750,000 in rehabilitation, to result in 15 affordable units.



1876 Beacon Street

New Affordable Housing Development

The Housing Division, in collaboration with the Economic Development Office, continued to staff the Housing Opportunities Task Force (HOTF), appointed by the Board of Selectmen in 2000. Co-chaired by two Selectmen, the Task Force includes two members of the Housing Advisory Board and two members of the Economic Development Advisory Board with extensive experience in affordable housing development, as well as a member of the Brookline Housing Authority Board of Directors. The goals of the Task Force include identification of resources – financial, real estate, and expertise – to support the development of affordable housing. HOTF also assists in articulating general development principles and guidelines and has served as a sounding board to potential affordable housing developers. The two offices also collaborate on staffing specific task forces, including various Saint Aidan's project committees, the Fisher Hill Master Planning Process and the Comprehensive Plan Committee, with the goal of promoting neighborhood-appropriate, mixed-income housing development.

During 2002, the Housing Division helped staff the Project Review Team for the Saint Aidan's site. This team met with the developer and neighborhood residents both prior to and following the submission, by the Planning Office of Urban Affairs of the Archdiocese of Boston, of an application to the Zoning Board of Appeals for a comprehensive permit under Chapter 40B of the Massachusetts General Laws. The result was the approval, in February of 2003, of a proposal including 50 units of affordable housing. Twenty rental units will serve lower income households and 30 condominium units will serve moderate income homebuyers. The HAB recommended and the Board of Selectmen endorsed a commitment of up to \$3.5 million in Town resources to this project, which successfully achieves significant affordable housing while preserving the St. Aidan's church as market rate housing, and conserving the church's forecourt as a public space.

The Housing Division also supported the Fisher Hill Master Planning Process which, by the end of 2002, had presented to the Board of Selectmen potential uses and development criteria for the two surplus reservoirs on Fisher Avenue. These included mixed income housing on the Town-owned site.

The Housing Division has continued to reach out to Brookline property owners, brokers and potential developers to explore opportunities to create additional affordable housing through new development or the redevelopment of existing rental properties.

Homebuyer Assistance

The Town's homebuyer assistance program seeks to close the gap between the cost of home purchase and the buying power of income eligible households. The program provides up to \$75,000 in federal HOME funds to buyers who agree to resale terms providing a right of first purchase to the Town and/or shared appreciation. Closing the gap often requires more than \$75,000, and this resource is often paired with the State's Soft Second Program, through which the Town, partnering with Boston Private Bank, receives a funding set-aside through a competitive process, enabling income eligible homebuyers in Brookline to receive additional public subsidies as well as beneficial closing terms. During 2002, the Town directly assisted four homebuyers, three of whom also participated in the Soft Second Program. The Housing Division continued to provide general homebuyer counseling, including over 30 referrals of Town employees to the new Municipal Mortgage Program, which assists employees of municipalities to purchase a home in the communities in which they work.

Inclusionary Zoning for Affordable Housing

The Housing Advisory Board's responsibilities include making recommendations to the Planning Board and Board of Appeals regarding implementation of the Affordable Housing Requirements of the Town's Zoning Bylaw ("inclusionary zoning" provisions). These requirements obligate developers of market rate projects that meet a certain threshold to include affordable units. During 2002, the HAB recommended changes to the Zoning By-Law Commission aimed at clarifying, simplifying and strengthening the inclusionary zoning provisions. The result was a revised Section 4.08 of the Zoning By-law, adopted by Town Meeting in May, 2002. Developers of six or more units are required to provide affordable housing. Developers of fewer than 16 units are strongly encouraged to provide units, but may make a cash payment. Developers of 16 or more units are required to set aside 15 percent of all units, containing 15 percent of all bedrooms as affordable housing. These are permanently restricted to income eligible residents, and marketed according to a system of priorities to households with ties to Brookline and, in the case of homebuyers, a lottery.

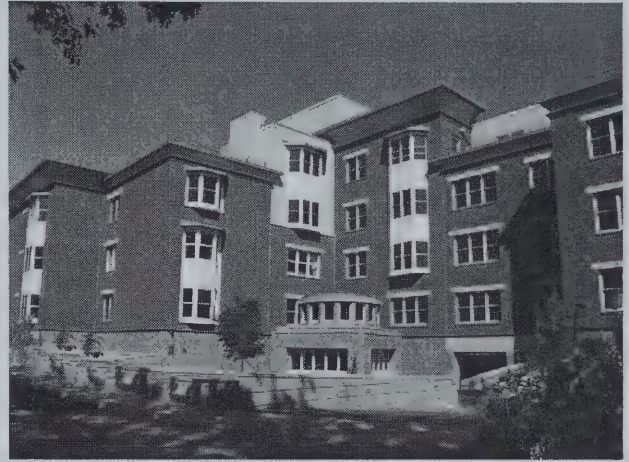


Affordable Condominiums – Hammond and Heath

During the past year, the Division worked with the developers of several projects:

- the proposed five-unit mixed use development at 75-81 Boylston Street, supporting zoning relief in return for one low income rental unit, approved by the Zoning Board of Appeals;
- the proposed 49-unit condominium development at 2 St. Paul Street, supporting zoning relief in return for an additional unit, resulting in Board of Appeals approval of a total of eight affordable homeownership units;
- the final phase of Kendall Crescent, to qualify a household for a wheelchair accessible condominium;

- the Brookline Village Lofts Condominium on Kent and Linden Streets, to qualify two low income families for two units maintained by the developer for affordable rental;
- the 44-unit rental building at 77 Marion Street, to market to and qualify four low income renters; and



Affordable Rental Units – 77 Marion Street

- the 23-unit condominium at 630 Hammond Street, to market to, qualify and select three moderate income homebuyers.

Administration of Housing Trust

During 2002, the Town's Housing Trust received \$399,086 in cash payment en lieu of units from three developers of projects of fewer than 16 units:

- the 14-unit condominium project at 20 Cameron Street;
- the sale of the first two units at the eight-unit condominium project at 640-648 Hammond Street; and
- the sale of the first three units at the eight-unit condominium project at 64 Sewall Avenue.

During this year, the Trust received a repayment of a \$298,067 loan to the Brookline Improvement Coalition for the purchase of 1754 Beacon Street, and provided the following funding:

- \$1 million to Hebrew Rehabilitation Center for Aged for acquisition of 100 Centre Street and 1550 Beacon Street; and
- \$38,580 for design consultants to the St. Aidan's Study Committee and a zoning consultant for the redrafting of the Affordable Housing Requirements.

Executive Order 418 Housing Certification

The Commonwealth's Executive Order 418 seeks to encourage the development of housing affordable to low, moderate and middle income families by giving priority for discretionary grants to communities which are taking steps to increase housing supply. For the third year in a row, the Town achieved certification for the period ending June 30, 2003 for taking 32 proactive steps to encourage the development of affordable housing.

Analysis of Impediments to Fair Housing Choice

The Housing Division completed an Analysis of Impediments to Fair Housing Choice in June, 2002. It concluded that the cost of housing in Brookline is the greatest obstacle to housing choice for those populations protected by fair housing laws, including seniors, persons with disabilities, households receiving public assistance, immigrants and minorities. Also noted as obstacles was the age and composition of the Town's housing stock and the number of units designed to meet special needs. The study found that the Town was already undertaking many actions designed to increase housing choice.

Historic Preservation Office

Mission

The Brookline Preservation Office and Preservation Commission's mission is to promote the educational, cultural, physical, economic and general welfare of the public through the preservation of the historical assets of Brookline, including buildings, sites and districts of historical and architectural significance, through the development of appropriate uses and settings for such buildings and places.



Preservation Commission

Staff

The Historic Preservation Office provides support to the Preservation Commission. The office also engages in public outreach, grants administration for

historic and landscape preservation, the conducting of surveys of historic resources, and historic preservation assistance to other Town departments, commissions, and boards. Preservation planners Greer Hardwicke and Roger Reed both serve as staff in the Historic Preservation Office.

The Commission appointed by the Selectmen are: Maurice Childs, Chair; Shantia Anderheggen, Vice-Chair; David England; Dennis DeWitt; Sheri Flagler; and Gary Gross. Commission alternates include: Wendy Ecker; William Rizzo; Elton Elperin; and Emily Livingston. Patricia Libbey, long-time commissioner and former chair, retired from her duties in 2002. Her knowledge, generosity and guidance will be missed. Alan Cohen was appointed an alternate.

Local Historic Districts

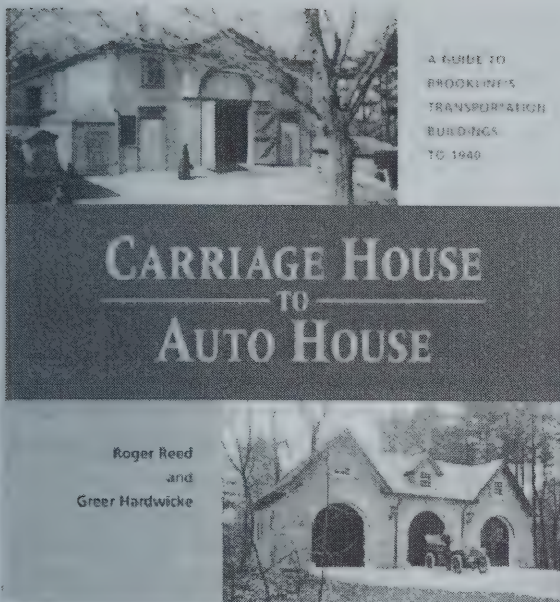
The Preservation Commission administers the Town's two local historic districts, Pill Hill, with its 227 properties, and Cottage Farm, with its 110 properties. The Commission reviews any exterior design changes and issues Certificates of Appropriateness, Non-Applicability or Hardship for work at its monthly meetings. This past year the Commission acted on 40 applications, including several major additions.

Demolition

The Commission also oversees the Demolition By-law of the Town. It reviews proposed demolition cases for their historical, architectural and cultural significance. If a property is declared significant, alternatives to demolition are pursued by the participants. The office reviewed 25 applications, 7 which were found significant. A major case was the house at 62 Aspinwall Avenue which was discovered to have remnants of an 18th century house. Although it will be demolished, plans and photographs were made to document it for the future.

Publications

The Commission completed a three year effort to study and categorize the Town's carriage houses and garages in the publication of the book, Carriage House to Auto House. As a result of matching grants from the Massachusetts Historical Commission, the office undertook a two year survey of the Town's transportation resources. The resulting book is a ground-breaking study of theses often overlooked and delightful cultural resources.



Carriage House book cover

Preservation Awards

This year's 12th annual Preservation Award ceremony was held at the historic Holy Transfiguration Monastery on Warren Street in September. Properties recognized for noteworthy efforts included 22 Oakland Road, 140 Naples Street, 156 Babcock Street, 35-37 Winchester Street, 28 Manchester Road, 648 Hammond Street, restoration of the Civil War Statue, the restoration of the Public Safety Building lights, a fence commendation, and commendations to the Underground Railroad Committee, Brookline Chorus, and for publications by the Chestnut Hill Garden Club and Linda Olsen Pehlke.

Certified Local Government/Design Review

As a Certified Local Government, the Commission reviews projects involving National and State Register properties. The Commission continued to monitor the restoration and dredging project work of the Emerald Necklace. Other properties reviewed were the renovation of 1876 Beacon Street and the final review of 1754 Beacon Street. The Commission and staff were also involved in the process of planning for the two Fisher Hill Reservoir sites, one state owned and one Town-owned, both listed on the National and State Registers.

The Commission also continues to assist in the upgrading of its historic landscapes. The office participated in a variety of projects: the environmental review process of the dredging and restoration of sections of the Emerald Necklace; assisting in obtaining funds for a study of Dane Park; helping the newly formed Friends of Walnut Hills Cemetery; assisting DPW in working toward rehabilitating the Old Burying Ground on Walnut Street; and working with

DPW in the reconfiguring of the Town Green in conjunction with traffic calming measures.

Historic Properties

The staff continued to work with the Building Commissioner and the Historical Society to maintain the historic town-owned buildings. The new tenant at 29 Avon Street at Larz Anderson completed the renovation of this historic house. A new curator/tenant was hired for the Devotion House. Efforts are also underway to make repairs to the Widow Harris House in Larz Anderson Park. When improvements are completed that eighteenth century house will also be leased.

Design Review for Planning Board

The Commission and staff worked with the Planning Division on over 20 design cases, including the conversions of carriage houses on Davis and Greenough Street. The Commission and staff continue to participate in the *By-law Update and Comprehensive Plan* process.

St. Aidan's

As a charge from Town Meeting, the Commission worked to maintain the integrity of the St. Aidan's structure and its landscaping. This included investigating the establishment of a Local Historic District as well as collaborating in design review, establishment of a preservation easement and adaptive reuse alternatives.

St. Aidan's Adaptive Reuse Team (StART)

The Department worked closely with the St. Aidan's Adaptive Reuse Team (StART), an offshoot of the Campaign to Preserve St. Aidan's (CPSA). Using a challenge grant from the National Trust for Historic Preservation, StART sponsored a preservation workshop in November. This charrette involved a large group of citizens and experts in a variety of fields who investigated a wide range of options to reuse the church building, including the feasibility of mixed uses, an arts center, and a community center. With the assistance of staff of the Preservation Office, the group published a report on the charrette. It included the historic context of the site, reuse options, sample plans, and financial pro formas to encourage investigation of alternative uses.



StART Workshop

Preservation Assistance

The staff also provided preservation assistance to the following: Underground Railroad Committee in erecting plaques for Brookline's two documented sites, 9 Toxteth and 182 Walnut Street; provided support for All Saint's Church and First Parish Church in obtaining funding for restoration; supplied historical documentation for the Coolidge Corner Theatre; and assisted the Brookline Public Library in the indexing of its historic photographs.

The staff also responded to over 400 inquiries for information and advice, including historical and genealogical inquiries.

Community Development Block Grant Program

Mission

For over twenty-eight years the Community Development Block Grant (CDBG) program has been an invaluable resource to the Town of Brookline. The Community Development Block Grant (CDBG) program has enabled the Town to address the physical, social, economic, and human services needs of our low and moderate income residents. This program continues the original mission established by Congress which is to provide decent, safe and sanitary housing, suitable living environments and public services and eliminate slums and blighting conditions, primarily for low and moderate income persons. Through the development of a Five Year Consolidated Strategy and Plan, the Town is able to pursue its goals for community planning and development programs based on needs identified. With the submission of a One Year Action Plan, the commitment to reasonably address needs given resources available is undertaken and provides the basis for assessing performance. The CDBG program allows the Town flexibility required to design programs within a range of eligible activities. In fiscal reporting year 2002, the Town committed over 80% of a \$1.9 million entitlement grant to activities

which address the needs and provide benefits to persons of low and moderate incomes. The Town has been unwavering in its commitment to activities over a multi-year period which remove barriers for increasing handicapped accessibility, serving special needs populations, affordable housing, community facilities' and human services.

Staff

The responsibility for managing the day-to-day operations of the Community Development Block Grant entitlement program lies with CD Administrator, Gail M. Lewis. Assisting Ms. Lewis on a part-time basis with financial administration of the grant is Ms. Ewana Lindo-Smith.

Council For Planning and Renewal, Community Development Committee (CPR CD)

The Council for Planning and Renewal's Community Development Committee has been an integral part of town government since Brookline received its first community development block grant (CDBG). The responsibility for making recommendations on how the yearly entitlement grant is allocated has been their mandate for over twenty-eight years. The committee, which is composed of a diverse body of citizens from the community at large, painstakingly reviews applications for funding within the context of the grant regulations in order to provide the Board of Selectmen and Town Meeting with recommendations as to the best use of the entitlement funding. The members have represented areas of low and moderate income (income eligible) populations, are of low income themselves, or citizens interested in making a difference in how the formula grant is used. Today members of the committee, with care and dedication to meeting the needs of the Town's citizens, particularly those of low income, challenge themselves to balance needs and resources available through the block grant. Within the past year an intergral member of this body, Sidney Weinberg, co-chairman, resigned after many years of dedicated service and good will to the Committee and the Town in helping to provide guidance on how best achieve a balance with these federal resources.

Eligibility

The Department of Housing and Urban Development (HUD) has defined the Town as an entitlement community, which is a community with a population of over 50,000, which can directly apply to HUD for its formula grant funds. For over twenty-eight years, the Town has been successful in its application to the Department of Housing and Urban Development (HUD) for Community Development Block Grant funds. For over ten years the Town has also received another formula grant, HOME funds. These

two grants allow the Town, within the parameters of the federal regulations, to pursue activities related to youth, the elderly, handicapped accessibility, community facilities, parks/playgrounds, commercial revitalization, grant management, and helping to create affordable housing to name a few. Thus, these funds help to meet the Town's housing and community development needs as defined in the Five Year Consolidated Strategy and Plan, which is described in detail below.

Consolidated Plan

In calendar year 2002, the Town completed its second year of the Five Year Consolidated Strategy and Plan, and entered the third year. The Plan serves as an application for the formula grants the Town seeks to receive, and a strategic plan as how to equate defined needs with resources. HUD approved the Town's Five Year Plan for FY2001-2005 during the summer of 2000. Over the five- year horizon of this plan, the Town will annually prepare a One Year Action Plan to meet goals identified in the plan. The housing and community development goals range from the preservation and production of affordable housing, creating home ownership and rental units for residents of Brookline and the development of improved access to public facilities for persons with disabilities.

Homelessness Consortium

In the pursuit of funding to better serve the needs of Brookline residents who may be homeless or at threat of homelessness, the Town has coordinated with the cities of Newton and Watertown to form a homelessness consortium. A continuum of care system has been developed which lays out a comprehensive and coordinated approach to address the needs of homeless families and individuals and people at risk of homelessness within these communities. The development and on-going refinement of the continuum is an established part of the process used to develop and update the Consolidated Strategy and Plan for the Town and the City of Newton and the WestMetro HOME Consortium. In FFY 2002 Steward B. McKinney Homeless Assistance funds were applied for and awarded to the consortium in the amount of \$1,268,233. The funds will be used by agencies who applied through the consortium to fund the lease of six units of permanent supportive housing for homeless people with severe mental illness; two renewal requests, one to be used for operating costs at a transitional housing facility, and the other for a Therapeutic After-school program in another transitional housing facility; and the last successful applicant was the Brookline Community Mental Health Center. They were awarded a renewal grant for the Transition to Independent Living Program. The

program provides transitional housing for homeless youth.

Economic Development Office

The Economic Development Advisory Board and Economic Development Office continued work on many fronts in 2002. On the development side, construction of the 189 room Courtyard Hotel in Coolidge Corner progressed from foundations to near completion. Work on the Fisher Hill Master Plan and potential office development also moved forward. The first annual State of Business Report was produced to report on the state of our commercial areas as well as provide information for enhancing services and expanding commercial opportunities in Town. The State of Business in Brookline is good and our work serves to make it even better.

State of Brookline Business

The Economic Development Office delivered its first State of Brookline Business Report in 2002. In response to a request from the Board of Selectmen, a report was produced that:

- Quantified the financial contribution of Brookline's commercial areas
- Reported on focus group responses to questions regarding the importance of commercial businesses to the quality of life in Brookline
- Identified ways to measure the performance of the Town's commercial sector
- Assessed the health of the business environment in Brookline, and
- Highlighted action areas for further work for the Economic Development Office

The Economic Development Office will continue to work on the identified action items and monitor both qualitative and quantitative measures of business in Brookline.

For a copy of the full report, please contact the Economic Development Office.

Commercial Areas

In the State of Brookline Business Report, Brookline residents identified vibrant and varied local commercial areas as key to their quality of life and as one of their top priorities. The Economic Development Office works hard to maintain the high quality of restaurants and small businesses operating in Brookline's commercial areas. Our work includes technical support, advocacy and promotion.

- ◆ In its eighth year, The Town's 1st Light Festival once again attracted thousands of people to Brookline's restaurant and shopping districts. The Office of Economic Development, in conjunction with many local businesses, continued to sponsor this popular event which draws interest to Brookline's commercial areas during the holiday season. This year the 1st Light Festival, which took place on November 21st, was bigger and better than ever with more than fifty events by local artists and performers.



1st Light Activity

- ◆ Information kiosks went from prototype to reality in 2002. A new kiosk has officially replaced the sandwich boards in Coolidge Corner. The kiosk offers nonprofits in Town an opportunity to extend their reach by showcasing events in a highly traveled public place. Public/private partnerships are resulting in joint projects with the Chamber of Commerce and local merchant associations to develop merchant directories and maps.
- ◆ Advocacy for local businesses in 2002 varied from specific issues such as sidewalk repair in Coolidge Corner to Merchant Association education forums with the Brookline Police on shoplifting and theft avoidance techniques. Our work with the Brookline Chamber of Commerce took us in new directions this year. Emphasis was on business community activities, such as business breakfasts and social events, which were intended to enhance the collegial atmosphere of the business community and encourage further interest and investment in the economic success of the town.
- ◆ Technical assistance included analysis of Census2000 demographic data for marketing use by businesses as well as

developing vacancy rate data and type of use statistics to more precisely understand trends that will allow us to take actions necessary to maintain a vital business community.

Facilitating New Development

Work continues to bring new construction on line and to facilitate projects in the conceptual phase. Development work includes:

- ◆ The Courtyard Hotel in Coolidge Corner - The Hotel, and its associated underground garage and commercial community street, have been under construction throughout 2002, and will be completed in the spring of 2003. The Economic Development Office monitors construction progress on the hotel and maintains contact with neighborhood representatives. In addition, we have spent a great deal of time working with the operators of the new hotel to insure that local businesses and restaurants will benefit from hotel guest expenditures. The hotel will have maps and information in rooms and at the front desk directing patrons to services, shops and restaurants in Brookline. In addition, the hotel garage will provide public parking for patrons of Coolidge Corner businesses.



Courtyard Hotel in Coolidge Corner

- ◆ Fisher Hill Reservoirs - In 2002, the State of Massachusetts offered to sell the Town of Brookline the ten acre Fisher Hill Reservoir site on Fisher Hill Avenue. The Town owns a five acre site across the street which houses an off-line underground reservoir. The Office of Economic Development formed the Fisher Hill Master Plan Committee to investigate the opportunities posed by these two properties. The Committee engaged in an investigation of the condition of the two sites, a town needs assessment, and a

review of reuse alternatives. The Committee's report, which included development program elements and criteria for each site, was approved by the Board of Selectmen in December 2002.

- ♦ The Economic Development Office continued to encourage appropriate office development in the Town. A sub-committee of the Economic Development Advisory Board was formed to investigate office opportunities and connect with property owners. In addition, this sub-committee has been working with the Planning Division on the Commercial Areas and Route 9 portions of the Comprehensive Plan to identify office development opportunities.
- ♦ In close cooperation with the Housing and Planning Divisions, the Economic Development Office worked to further the

goal of providing high quality affordable housing in the Town of Brookline. This work included coordination of the Housing Opportunities Task Force as well as assistance in negotiations and community relations for the mixed income housing development proposed for the St. Aidans site in North Brookline.

The Economic Development Office, in partnership with an active Economic Development Advisory Board, looks forward to continuing its work in 2003.

BOARD OF APPEALS

The Board of Appeals is a quasi-judicial board responsible for approving special permits and variances from the Zoning By-Law in accordance with the Massachusetts Zoning Act, General Laws Chapter 40A. The Board has three regular members and five alternate members, all citizens of the Town appointed for three-year terms by the Board of Selectmen. The Town Clerk serves as the secretary to the Board of Appeals. The Board meets weekly and normally hears two cases each week. The hearings are advertised in the TAB and notices are sent to abutters and Town Meeting Members in the precinct where the property is located. Three members hear each case and a unanimous vote is required for an appeal to be granted.

The Members of the Board of Appeals

Diane Gordon, Co-Chairman
Harry Miller, Co-Chairman
Bailey S. Silbert

Associate Members

Peter N. Elton
Lawrence E. Kaplan
Sarah M. Sheldon
Murray Shocket
Enid Starr



Board of Appeals

In FY2002 the Board of Appeals received applications and held hearings on 60 cases. Application fees totaled \$37,475. The Town Clerk's Office continued to provide administration support to the Board.

In all decisions, the Board of Appeals must carefully balance all needs and rights of the applicant with the impacts on the neighborhood and the Town. Frequently, the Board will impose conditions, designed to improve the proposal and to mitigate any impacts.

BROOKLINE HOUSING AUTHORITY

General Information

During 2002, the membership of the Authority was as follows:

Frank Moroney, Chairman
 Leslie Fabian, Vice Chair
 Barbara Dugan, Treasurer
 David Trietsch
 Michael Jacobs
 Brian Cloonan, Executive Director

The Authority administers the following Programs:

Federal Assisted Family & Elderly Number of Units

Walnut Street Apartments		
22 High Street	Family	76
4-24 Walnut Street	Elderly	24
Ralph Sussman House	Elderly	100
50 Pleasant Street		
Arthur O'Shea House	Elderly	100
61 Park Street		
Theresa Morse Apartments	Elderly	100
90 Longwood Ave		
John W. Kickham Apartments	Elderly	39
190 Harvard		

Section 8 Leased Housing:

Section 8 Housing Choice Vouchers	619
Preservation Vouchers	156

State Assisted:

High Street Veterans	Family	177
6- 30 New Terrace Road		
176-224 High Street		
186-218 Chestnut Street		
Egmont Street Veterans	Family	114
51-85 Egmont Street		
338-348 St. Paul Street		
209-221 Pleasant Street		
Trustman Apartments	Family	50
7-33 Egmont Street	Elderly	34
144-156 Amory Street		
337-347 St. Paul Street		
Col. Floyd Apartments	Elderly	60
32-40A Marion Street		
19-36 Foster Street Extension		

Condos: 2 Units

230-B St. Paul Street	
38 Browne Street, #2	
Wheelchair Accessible Family Apartments	15
At High Street and Egmont Street Veterans Sites	
Mass Rental Vouchers Program	60

Kilgallon House	8 disabled persons
11 Harris Street	
Thomas Connelly House	13 disabled persons
1057 Beacon Street	
McCormack House	10 disabled persons
153 Kent Street	
Sara Wallace House	16 SRO Units
1017 Beacon Street	
Public Management of Private Housing	
Owned by Brookline Improvement Coalition	

Information on applications and eligibility can be obtained by writing or calling the Authority's Applications Office at 90 Longwood Avenue, 617-277-1885

Program Activities:

In 2002, the Brookline Housing Authority achieved several notable milestones:

- Successfully completed the first year of a new process for apartment and area property inspection based on industry standards.
- Issued over 800 Rental Housing Choice Vouchers and increased utilization rate from 88% to 100%.
- Opened Enhanced Senior Services with West Suburban Elder Services at O'Shea House. This is a model alternative to costly assisted living.
- Partnered with Share our strength to offer cooking & nutrition instruction to seniors and disabled residents at the O'Shea House.
- Joined a regional Section 8 Voucher master waiting list which offers a more convenient and accessible process for all applicants and a less burdensome system for staff to manage.
- Expanded site beautification and gardening programs to enhance the curb appeal of BHA developments.
- Used Section 8 resources to partner with the Town on set-aside units, with private owners of special-needs housing and zoning with the new owners of 100 Center Street and 1550 Beacon Street.

Capital Improvements:

The BHA continued our efforts to modernize buildings and grounds in several developments.

- Renovated basement space at High Street Veterans for Computer Learning Center.
- Completed site upgrade at 22 High Street, rear Courtyard.

- Completed work for new heat and hot water systems plus major renovations of baths and kitchens at Col. Floyd Apartments.
- Prepared to enter construction contracts for new fire alarms and intercoms and common area lighting enhancement at High Street and Egmont Street Veterans developments.
- Entered final design stages for Trustman Apartment front entrance and stairway improvements, including new intercoms and fire alarms and enhanced lighting.
- Work commenced on new roofs at the Walnut Street Apartments.
- Overhead bedroom lighting was installed at all federally-funded developments.
- Fire alarms were upgraded at the Walnut Street Apartments.
- Work to upgrade HVAC system began at Sussman House & the Morse Apartments.

Economic and Education Programs:

- Computer Learning Centers, with programs for homework assistance, open access and job skills are now operating at 22 High Street and Egmont Street, High Street Veterans will soon follow.
- Our 6th graduation of Site based ESOL was held. Over sixty persons participated in these classes.
- Our 4th graduation of the Federal Self-Sufficiency Program was held.

- Thirty-five area youth participated in summer employment and the summer Peer leadership Program.
- In Partnership with Brookline School Department, won National award for Steps to Success Program designed to maximize opportunity for housing youth to attend college.
- Presented several BHA \$500 Scholarships to BHA residents attending full-time post graduate institutes.
- Continued to partner with Communities United, Inc in offering full year Head Start programs at Egmont Street and 22 High Street.
- Created Next Step program offering educational and career enhancement counseling to families.

General Administration:

- 9th Annual Thanksgiving Dinner held with over sixty guests.
- Commenced review of all Brookline Housing Authority operating policies and procedures with the Resident Advisory Board for new HUD planning requirements.
- Received renewal of funding for Service Coordinator.

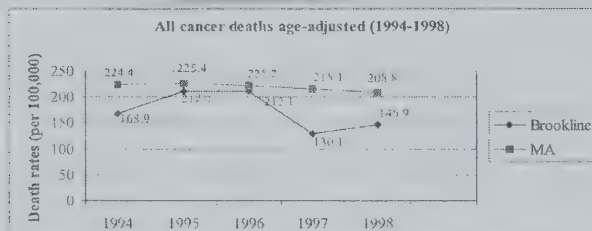
HUMAN SERVICES

Health Department

The Brookline Health Department, established in 1945, has as its mission the protection of the health of Brookline residents and others who may work or otherwise be associated with the Town. Toward that end, the Department maintains an active surveillance system of health status indicators, and has planned, implemented, and continues to evaluate a broad spectrum of local health services designed to reduce morbidity and mortality and enhance the quality of life of those who live and work here.

ADMINISTRATION

During 2002, the Department continued a formal community health needs assessment of Brookline. With support from a variety of medical institutions and foundations that serve our community, an additional volume of HEALTHY BROOKLINE was produced. Volume 6 presents health status and risk factor profiles for Brookline. This report will be used to plan programs to enhance the health status of citizens and to track our progress over time.



Source: Massachusetts Cancer Registry, Mass Department of Public Health, Bureau of Health Statistics, Research and Evaluation, MassCHIP 2/5/2002

Cancer Mortality (All Types) Chart from Healthy Brookline, Volume VI: P. 20

The Department management structure was maintained, providing for more access to the Director, and elevating core public health functions. In addition to the on-going biweekly management team meetings, monthly all-staff meetings with an educational component served to help build a sense of mission and community among staffers, and to enhance intra-departmental communication.

This year, the Department continued to be successful in leveraging non-Town resources for a broad range of projects. Over \$100,000 was raised from a variety of sources including medical centers, foundations, federal and state government, etc. In addition, six well-qualified graduate students were recruited for internships for a variety of community health projects.

The Health Department continued its relationship with the Boston Visiting Nurse Service (VNA) to provide epidemiology and public health nursing services. We maintained our outreach campaign to enroll uninsured Brookline youngsters in the Children's Medical Security Plan and to expand the Dental Clinic's Program for children.

The Department received funding from the Massachusetts Energy Technology Partnership to explore the creation of a Green Building at the Train Health Center as part of the upcoming renovation. Also this year, additional progress was made on increasing GIS capability, upgrading the Department's homepage on the Town's web site (www.townofbrooklinemass.com), and maintaining capacity to receive comments/requests from citizens on-line. Finally, the National Library of Addictions began renting space in the Health Department in the fall.

EMERGENCY PREPAREDNESS

The Town Emergency Preparedness Committee continued to meet regularly to prepare for the possibility of a terrorist attack. The Health Department took the lead on issues related to bio-terrorism, working with state and federal task forces on protocols for smallpox vaccination of hospital and emergency workers, convening a multi-community work group in Metro Boston, and conducting additional Table Top exercises with key Town personnel. We also educated the community with information in multiple venues including the Town's web site and the annual Public Health Policy Forum sponsored by the Friends of Brookline Public Health.

WEST NILE VIRUS AND EASTERN EQUINE ENCEPHALITIS VIRUS

Anticipating a Summer that could bring another escalation in West Nile Virus activity, the Health Department and other town agencies worked diligently to prevent the proliferation of mosquitoes so as to reduce the risk of disease. Toward that end, the Town's 3,500 catch basins were treated with bacterial larvicide during the mosquito-breeding season.

We maintained our enhanced mosquito surveillance system including eight mosquito traps located around the Town, working closely with the Eastern Middlesex

Mosquito Control Program and the State Health Department. One batch of virus-positive mosquitoes was found over the course of the summer.

Over 25,000 pieces of educational material were distributed, including 5,000 door hangers with tips on mosquito control and personal protection. The School Department sent out information to the parents of all students in the fall, the Council on Aging assisted in reaching out to older adults in the community, and the Department of Public Works included educational materials in the Town's water bills.

A West Nile Virus information line was set up and regularly updated, and the Department fielded hundreds of calls by concerned citizens. The Town's web site featured a comprehensive array of educational materials and posted the latest updates daily. As part of an evaluation of our educational campaign, a survey of Brookline residents was conducted in 2001 and a report was issued entitled "West Nile Virus Knowledge, Attitudes, and Behaviors in Brookline". This report was featured at the Annual Meeting of the American Public Health Association in November.

ENVIRONMENTAL HEALTH SERVICES

This Division, led by Patrick Maloney, MPAH, oversees many State-mandated programs included the licensing and inspections of food establishments, housing code inspections and enforcement actions, swimming pools, solid waste handling practices, animal, insect, and rodent control, and the abatement of general nuisances. Additional concerns include asbestos removal, lead in the environment, hazardous waste, radon in buildings, and the enforcement of state and local tobacco control requirements, including the issuance of permits for tobacco retailers and monitoring the over-the-counter sale of tobacco products.

Brookline continued to be one of the only towns in the state to fully implement non-criminal dispositions (tickets) as an enforcement element to inspections. The Division completed all mandated inspections as required by state regulation, including 820 housing and 755 food service inspections. We held two training sessions for lodging house operators to acquaint them with new regulations, and also maintained a monthly schedule of Choke-saver classes, and certified 161 individuals.

The Division provided technical assistance and leadership on issues including the remediation of the Newton Street Landfill site and, working closely with the Department of Public Works, we continued an educational campaign and enhanced enforcement

regarding organic solid waste. We helped craft a new policy on snow removal with the DPW and played a major role in enforcing the new policy. The Division worked with other town departments to maintain a pilot program for rodent control. We continued our program with the Brookhouse to sponsor a "Mutt Mitt" program to reduce pet waste on parkland adjacent to the Muddy River.

The Division fully implemented the new revisions of the State Food Safety Code. Inspectors now stress the use of gloves and other changes in the law. The Division responded to hundreds of requests from the public for information on radon, lead, opening new restaurants (100% of new operators received a formal orientation), and solid waste disposal. The Division also finished computerizing its permit processes in areas including food service, retail food, tanning salons, etc. and continued taking and tracking consumer complaints on-line.

The Division held health and safety workshops for all children's camp operators, and offered a half dozen rabies vaccination clinics in conjunction with the Newton Health Department.

CONSUMER AFFAIRS

The Department's Sealer of Weight and Measures, Richard Bargfrede, AS, continued to insure the honesty and integrity of marketplace purchases of goods and commodities. The training of the new part-time inspector went well and resulted in the testing and sealing of 645 weighing and measuring devices within the Town. All devices such as scales, taximeters, and gasoline pumps were all brought into compliance with the required tolerance regulation. Of the 240 gasoline pumps tested, only one needed adjustment, proving that continued inspections have curtailed overcharging. We tested 164 taximeters and found six to be out of acceptable tolerance. The errors, if not corrected, would have resulted in an estimated overcharge to the consumer in one year of \$125,000.

With the passage of the new consumer protection laws pertaining to scanner accuracy, the Division will be busy implementing the new mandated inspections of all scanners located in Brookline. The new regulations give the Department authority to impose civil fines and we began implementing non-criminal dispositions (tickets) as an enforcement element. The Division also continued to upgrade its computer capacity with funding from the Commonwealth of Massachusetts.

CHILD AND SCHOOL HEALTH

Under the direction of Gloria Rudisch M.D., MPH., the Division of Child Health continued to provide the

Department's liaison with School Health Services and the nursing and health education staff in the schools, and oversaw all programs targeting children and youth.



Dr. Gloria Rudisch and Bono, international humanitarian and leader of the band U-2, at a recent conference.

The funding for two major projects continued: 1) the Enhanced School Health Services grant, amounting to more than a half million dollars over three years, provides for the extension of technical support to non-public schools in Brookline; allows for the creation of an MIS tracking system for the school nursing program; and provides training for health and nursing staff, among other things; and 2) a federal Department of Education grant, one of only two funded in Massachusetts, provides a million dollars over several years to hire social workers for Brookline elementary schools, under Dr. Rudisch's direction.

The daycare inspection unit monitored group day care centers and extended day programs, and Brookline continued to be one of a small number of communities delegated by the State to exercise licensing and inspection responsibilities to assure compliance with Office for Children's Services' regulations. In addition, the Division maintained a regular schedule of child immunization clinics staffed by public health nurses with physician back-up that served over 275 youngsters.

The Division, working closely with the Police and School Department, implemented an annual bicycle safety education program in the elementary schools. We continued a program to counter bullying in elementary Schools. In addition, we were able to assist in maintaining the Dating Violence Intervention Program (DVIP) at Brookline High School and continue to work with the High School AIDS Peer Leadership program. Lastly, we continued to offer programs related to eating disorders in conjunction with the Massachusetts Psychological Association.

COMMUNITY HEALTH SERVICES

Led by Lynne Karsten, MPH, this Division oversees community health initiatives including the breast health, rabies education, influenza, pneumonia, and tetanus/diphtheria vaccination, elder health programs, and translation services. During 2002, the Division implemented Town-sponsored adult immunization clinics serving 2,500 residents. Support was given to the Rabies Awareness Committee and the Department maintained an inter-departmental rabies education and control program.

A highlight of our work was the Men's and Women's Health campaigns (the latter funded by Brigham and Women's Hospital), which involved building grass roots coalitions, organizing educational programs, and screenings. The Breast Health Program screened 50 women and educated hundreds regarding the benefits of early detection and screening. The Department, with our partners at BI/Deaconess Medical Center, received continuation funding for our joint Elder Health Program, including a series on healthy aging. Working with the Council on Aging and Brookline Housing Authority, we continued a Balance Program that involved frail elders in a program to build muscle mass and confidence and prevent falls. The Division also sponsored a senior-cooking project, including meal preparation at senior housing sites.

We received continuation funding from the Harvard Pilgrim Health Care Foundation to support the Town's Domestic Violence Roundtable, and continued CPR and Yoga classes at the Health Center jointly with the Brookline Center for Adult and Community Education.

Brookline was designated as a "Heart-safe Community" by the Metropolitan Boston Emergency Medical Council, reflecting our progress in promoting the use of Automated External Defibrillators (AED's) and CPR in Town.

Translation Services in Russian and Chinese were provided to several Town departments, and together with the Human Relations/Youth Resources Commission, Russian Community Association of Massachusetts and St. Elizabeth's Medical Center, we co-sponsored the 5th Annual Russian American Festival. In addition, the Division offered programs at the Brookline Senior Center targeted to Chinese and Russian elders.

Finally, the Dental Health Clinic maintained its weekly clinic schedule at the Health Center through Tufts Dental School and linked with the School Department, providing over 700 patient visits in 2001. The Dental Literary Project was continued, and all children enrolled at the Dental Clinic received free, age-

appropriate books. In conjunction with the National Public Health Week during April, the Division sponsored a dental open house and educational programs featuring local dentist Dr. James Seligman and staff from Tufts Dental School at local pre-schools.

PUBLIC HEALTH NURSING/EPIDEMIOLOGY

The Division of Public Health Nursing/Epidemiology also oversaw the investigation and control of over 100 cases of communicable disease. This included case management of five active tuberculosis cases requiring screening of workplace exposures; investigation of a host of bat exposures; and investigation of several foodborne outbreaks. Led by Barbara Westley, RN, the Division provided the Department's liaison with the Boston Visiting Nurse Association (VNA) and also provided clinical support to all Department screenings, immunization programs, and other clinical activities including refugee health. Regularly scheduled blood pressure screenings provide 898 patient visits. Information and referral services in the areas of foreign travel and other general health issues were also provided.

We recruited another well-qualified graduate student from Harvard University to work with the Division during the academic year. The Division distributed thousands of doses of vaccine to community-based medical providers and provided technical assistance on vaccine preventable disease issues.

Finally, Ms. Westley was a leader in the committee drafting protocols and guidelines for smallpox vaccination among hospital workers and first responders in Massachusetts.

SUBSTANCE ABUSE PREVENTION AND SERVICES

This Division, led by Gerry Trombley, LCSW, M.Ed., and Mary Minott, MSW, fields programs and services in both community and school-based settings. In 2002, the Division provided hundreds of assessments, 4,177 counseling sessions, 265 class presentations, referrals, and monitored progress for over 168 individuals, including 35 Town employees, as well as students and parents.

The Division continued a violence prevention initiative to address high-risk behavior often associated with teen substance abuse. This includes support for peer education and the Students Against Destructive Decisions (SADD) Program. Over 300 students participated in the SADD Program providing substance abuse and violence prevention training and alternative

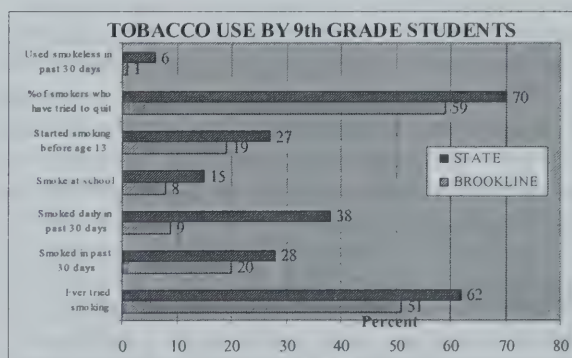
alcohol and drug free social events. Sixty peer educators were involved in educational forums for elementary and high school students and parents to promote positive healthy choices among youth.

Working with the Brookline Police Department, Town Counsel, and private sector bartender training programs, Division staff developed a uniform certification procedure for bartenders. Mr. Trombley worked closely with the Human Resources Department in supporting the Town's Employee Assistance Program (EAP), and was our liaison to over 25 self-help groups in Brookline. He also provided leadership on a committee that crafted a Domestic Violence Policy for Town employees, and served on the Domestic Violence Roundtable's Steering Committee.

Ms. Minott, working with the Brookline Housing Authority and the Police Department, secured grant funding to continue services in the middle schools. Several presentations of data from the Youth Behavioral Risk Factor Surveillance Survey (Healthy Brookline, Volume 4) were made, and the report was posted on the Town's web site. Finally, a coalition of service providers in Brookline, Newton, and Watertown secured continuation funding of \$1.2 million in federal funding to serve a variety of individuals at risk of homelessness, including adolescents, and to target families fleeing from domestic violence.

SMOKEFREE BROOKLINE

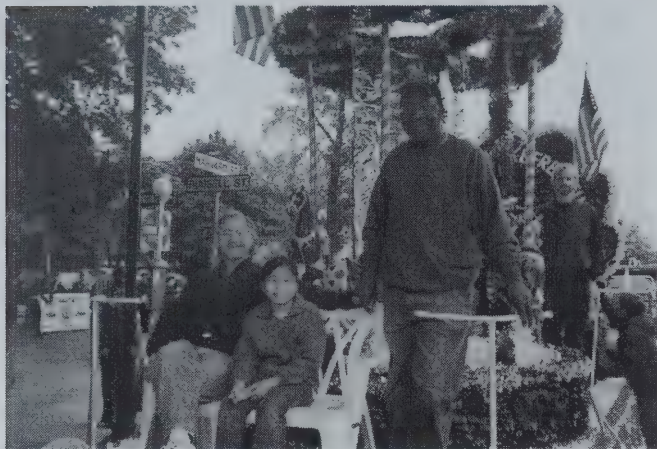
Brookline continued monitoring compliance with the Town's Tobacco Control By-Law and pursuing complaints concerning infractions of the law. We also implemented a policy for retail vendors who repeatedly violate laws on tobacco sales to minors.



Brookline continued to exceed national compliance levels regarding sales to minors and received an award from the American Cancer Society for its leadership on the issue of tobacco control.

Working with media outlets, the campaign reached thousands of Town residents with positive messages

regarding the health benefits of avoiding tobacco use. Certainly, even the most casual observer notices the ubiquitous **SMOKEFREE BROOKLINE** logo everywhere in Town.



The Brookline Health Department and Smokefree Brookline's float at the Annual Flag Day Parade.

Educational programs were held in schools and the community, including a major push for the Great American Smoke-Out and World No Tobacco Day. We worked with neighboring communities toward de-normalizing tobacco use among youth and discouraging people from giving tobacco to minors. In addition, SmokeFree Brookline sponsored a Flag Day Parade float with a tobacco free theme.

Near the end of the year, budget cuts on Beacon Hill decimated the State's Tobacco Control Program. The program in Brookline will continue with its educational and advocacy activities and we have made a commitment to continue regular compliance checks, with or without state funding.

On a more positive note, Brookline joined a score of other communities in Metro Boston to form Clean Air Works. This coalition pushes for expanding regulations similar to what we have in Brookline to these other communities. A major step forward occurred in December when Boston's Public Health Commission voted to have the city go smoke-free in 2003.

ADVISORY COUNCIL ON PUBLIC HEALTH

A dedicated group of six unpaid citizens continue to serve as members of the Advisory Committee on Public Health (ACPH). Meeting monthly, the council provides the Director with advice on budget, policy and Town meeting issues, health needs assessments, and a range of operational issues.

This year, Dr. J. Jacques Carter and Elizabeth Hirshom were re-appointed to the ACPH by the Board of Selectmen. They rejoin Roberta Gianfortoni, Dr. Milly Krakow, Ms. Kerry McDonald, and Dr. Bruce Cohen on the Council.

Another highlight of the year for the ACPH was the re-election of Dr. J. Jacques Carter to the Chair. Dr. Carter has identified a number of important goals for the Council for the coming year, including working with Dr. Balsam to implement the community health assessment of Brookline, assisting in development activities, fielding another Public Health Policy Forum in the Spring, and building the "Friends of Brookline Public Health" organization.

FRIENDS OF BROOKLINE PUBLIC HEALTH

In 2000, the Friends of Brookline Public Health, a membership organization conceived to build a constituency for public health in Brookline, entered its fifth year. The goal of 150 individual members and six corporate members was achieved. A Board of Trustees of 18 persons, including four officers, was elected, and activities included our Annual Meeting and reception in December.

The Board of the Friends voted to fund several public health initiatives including a project linking literacy and health, a balance/fitness program for elders, health quizzes on the Town's web site, and a linkage with our Sister City in Nicaragua.

The Friends also co-sponsored the 7th Annual Public Health Policy Forum entitled "Bio-terrorism and Public Health", featuring Commissioner Howard Koh of the Massachusetts Department of Public Health, among others, in conjunction with the Brookline Center for Adult and Community Education.



Former Governor Michael Dukakis, Commissioner Howard Koh of the Massachusetts Department of Public Health, Jim Hyde, and Dr. Tara McCarthy at the 7th Annual Public Health Policy Forum.



Dr. Blake Cady receives the Annual Public Health Leadership Award at the Friends of Brookline Public Health Annual Meeting, joined by Dr. J. Jacques Carter, Dr. Bruce Cohen, and Rosalie Hermos.

Finally, the Friends continued the Annual Public Health Leadership Award in Brookline and announced the fourth award to Dr. Blake Cady for his outstanding efforts for tobacco control over the years. Another community health award was presented to Aengus O'Leary, owner of O'Leary's Pub, for his courageous advocacy for tobacco control.

Human Relations-Youth Resources Commission

In 2002, Brookline continued to feel the aftershocks of September 11th. A worsening economy, national xenophobia, and concerns that terrorism might find its way here all contributed to the Commission's dedication to fulfill its mission of working in the areas of intergroup relations, civil rights, and youth advocacy.

mandate to involve young people in our work, Dr. Howards appointed Christine Devlin, Maresa D'Amore-Morrison, and Bayla Shepley as Student Representatives to the Commission.

Administration

The Human Relations-Youth Resources Commission full-time staff included Director C. Stephen Bressler and Secretary Ongelita Mockabee Miles. Jennifer Morris continued as part-time Events Coordinator. Hansella Caines Robson was an intern with the Domestic Violence Roundtable for the first half of the year and was succeeded by Leah Nickel.

Programmatic Responsibility

In addition to his work in community relations, the Director is Brookline's Affirmative Action Officer, Fair Housing Officer, Minority/Women Business Enterprise Officer, Contract Compliance Officer, Americans with Disabilities Act Coordinator and Section 504 Officer, Ombudsman for Broadband Monitoring Operations (see separate report for Broadband Monitoring Committee), and staffs the Brookline Holocaust Memorial Committee.



Human Relations-Youth Resources Board

Membership

During 2002, the Commission bid adieu to members Ellen Goodman and Juan Martinez. Ruth Flaherty, who had served as Chair for 10 years, also left the Commission to pursue other interests. Dr. Susan Howards was elected as new Commission Chair. Harold Koritz and Dr. Ed Wang were elected as Vice Chairs. As part of her

The Director participated on the town's Emergency Management Team and the Brookline Public Schools Safety Protocols Committee. On November 19, the Director attended an Emergency

Management Conference sponsored by the Massachusetts Emergency Management Agency at the Worcester Centrum Centre.

The Director worked with the Brookline Domestic Violence Roundtable (which met on the second Tuesday of each month in the Brookline Health Center) and was a consultant to its monthly, hour-long CATV show "The Safety Net" hosted by Ronny Sydney. "The Safety Net" entered its seventh season and was seen in 39 cities and towns in Massachusetts. The program was produced in cooperation with the AT&T Broadband Local Origination Department.

The Director participated on the Brookline Underground Railroad Committee, which dedicated two commemorative plaques on June 23rd. As part of the Underground Railroad Committee the Director was a recipient of a Preservation Commission Award which honored the Committee for its work on September 12 at the Holy Transfiguration Monastery. The Department also provided assistance to the Brookline Sister City (Quezalguaque, Nicaragua) Committee.

On a regional level, the Director participated in meetings of the Norfolk County District Attorney's Anti-Crime Council and served on the Council's Learning Disabilities Task Force. The Director also participated in meetings of the Massachusetts Association of Human Rights/Human Relations Commissions, the Prejudice Discrimination-Based Violence Reduction Working Group of the Massachusetts Violence Prevention Task Force, the Greater Boston Civil Rights Coalition, the New Americans Teen Task Force, and the Greater Boston Employer Advisory Board to the Massachusetts Rehabilitation Commission.

In the course of implementing the Town's Affirmative Action Program, the Director communicated with department heads and other staff, as well as with various federal and state offices and members of minority communities in Brookline and Greater Boston. Employment postings appeared in the Bay State Banner, Bay Windows, El Mundo, The Sampan, World Journal, the Brookline Tab and its Web site www.townonline.com, the Boston Globe and its Web site www.boston.com, and on-line at the Town's Web site www.townofbrooklinemass.com. Beginning in July, the advertising of employment vacancies became the responsibility of the Human Resources Department.

Comprehensive Affirmative Action compliance reports were prepared for the Massachusetts Commission Against Discrimination and the U.S. Equal Employment Opportunity Commission. The Affirmative Action Program has resulted in the

participation of minorities and women on the Town work force. Satisfactory Affirmative Action compliance also had a direct impact in enabling Brookline to receive federal and state funds.

Commission Programming

Aside from numerous sub-committee work sessions, the Commission held 10 staff-assisted meetings in 2002. Program committees this year included: Asian-American Heritage Festival Planning Committee, the 9/11 Committee, Housing Committee, Youth Awards Committee, Martin Luther King Celebration Planning Committee, and the Russian-American Festival Planning Committee.

Program Highlights

Martin Luther King Celebration - Over 300 people attended the 14th annual town-wide Martin Luther King Celebration on Sunday, January 13 at the Brookline High School Roberts-Dubbs Auditorium. The program featured presentations from the writings and speeches of Martin Luther King read by Geoffrey Dana Hicks, Shawn O'Neal, Elias Audy, and Agnes Rogers. The celebration also featured musical performances by the Brookline High School Gospel Choir and the Hicks Inspirational Choir, dances by Tappin' Brookline, the Lady Warriors, and Liquid.

Carolyn DeVore Parks served as Mistress of Ceremonies. Also featured was a town-wide public school student art and essay exhibit. Gil Hoy represented the Board of Selectmen and Nancy Erdmann represented the School Committee. State Representative Frank Smizik read a proclamation from the General Court. Director Stephen Bressler spoke about the Commission's programs. Reverend George Chapman from St. Paul's Church delivered the invocation and benediction.

The Commission presented its third annual Martin Luther King Jr. Award to Karen Beth Mael of the Massachusetts Rehabilitation Commission.

Financial assistance for the Martin Luther King Celebration was provided by a generous gift from the Brookline Rotary Club. The program was videotaped for later cablecasting by Brookline Access Television.

Asian-American Heritage Festival - Once again, over 800 people attended the Commission's 9th Annual Asian American Heritage Festival on Sunday, May 5. Assunta Cha and Dr. Ed Wang served as Mistress and Master of Ceremonies. Greetings were brought from Selectman Gil Hoy, School Committee Member Nancy Erdmann, State Representative Frank Smizik, and Commission Director Stephen Bressler.

This year's festival featured musical performances by Taiko drummers Odaiko New England, Erhu musician Jimmy Zhao, the Cambridge Chinese Choral Society, the Chinatown Youth Marching Band, the Brookline High School Chinese Folk Dance Ensemble, the Brookline High School Indian Folk Dance Ensemble, the Lawrence School Japanese Bilingual Program, the Triveni School of Classical Indian Dance, and the Harvard Bhangra.

Twenty-two restaurants participated in the Festival this year including: Bangkok Basis, Chef Chang's House, Chef Chow's House, Chef Choy, China Maxim, Chinatown Seafood, Dragonstar, Ginza, Golden Temple, Gourmet India, Grasshopper, India Café, Kaya Restaurant, Mandarin, Mr. Sushi, Pho Lemongrass, Ruth's Kitchen, Seoul Kitchen, Seoul Bakery and Café, Shalom Hunan, Sichuan Garden, and Taam China.

The festival was made possible through the generous financial support of the Brookline Rotary Club, the Asian American Bank, the Bay State Federal Savings Charitable Foundation, The Brookline Educators Association, Chobee Hoy Associates, Cyress Automart, Inc., Kiwanis Club of Brookline, the New England Chapter of the Organization for Chinese Americans, Professional Hearing Aid Centers, St. Elizabeth's Medical Center of Boston, and Washington Dry Cleaners. The program was videotaped by Brookline Access Television for later cablecasting.

No Place for Hate Certification Ceremony - Commission members Chairman Susan Howards, Captain Peter Scott, Rita McNally, Nancy Erdmann, and Director Stephen Bressler, as well as Brookline Police Officers Casey Ryall and Jim Reardon and Brookline State Representative Frank Smizik, represented the Town as it was certified as a No Place for Hate community at a May 30 ceremony at the Landmark Center.

Human Relations Youth Awards - With financial assistance from the Brookline Rotary Club, the Commission, with a planning committee chaired by Leslie Fabian, sponsored its 17th annual Human Relations Youth Awards on June 11. Four leadership awards, seven certificates of merit, and 57 letters of commendation were presented to youths in recognition of their volunteer efforts over the past year. Following a reception at the Brookline Health Center for recipients, their families, and friends, the awards were presented at the evening session of the Board of Selectmen, which was cablecast live by Brookline Access Television.

Flag Day Celebration - For the seventh year, on June 16, a Commission delegation proudly marched in the Town's Flag Day Parade.

Multi-Cultural Street Festival - The Commission, in cooperation with the Art Institute of New England (Ai), sponsored the first Multi-Cultural Street Festival on Pearl Street adjacent to the Ai campus. In addition to music and dance performances by the Triveni School of Classical Indian Dance, Odaiko New England, and Vladimir Voygelman and partner, there was a talk by photo-muralist Barry Miller, whose work on exhibit at the Ai Gallery is to be donated to the Town.

Russian-American Festival - In cooperation with the Russian Community Association of Massachusetts, Brookline Health Department, Jewish Family & Children's Service, Leventhal-Sidman Jewish Community Center, Norfolk County District Attorney's Office, and Synagogue Council of Massachusetts, and with financial assistance from St. Elizabeth's Medical Center and RCN, the Commission sponsored the 5th Annual Russian American Festival at Brookline High School on November 3. An audience of 900 people saw performances by Children's Theatre directed by Lyuidmilla Moiseeva, Boston Russian Chorus directed by Elena Sachneva, Pianist Boris Fogel, Juggler Benjamin Elfant, Vladimir Foygelman and members of the Klezmer Conservatory Band, balloon artistry by Michael Liberman, and the Mazl Ensemble.

Prior to the beginning of the concert there was a fair in the High School Cafeteria and an art show. Mistress of Ceremonies was Svetlana Florentseva. Also bringing greetings at the festival were Selectman Gil Hoy, School Committee member Nancy Erdmann, Festival Planning Committee Co-Chair Dr. Susan Howards, and Commission Director Stephen Bressler. The program was videotaped by RCN for later cablecasting by Brookline Access Television.

In addition to committee reports, highlights of Commission meetings included:

January – Brookline businessman Elias Audy addressed the Commission on the topic of "The Impact of Middle East Hostilities on Christians in the Region." Commission members reported on a meeting of the Norfolk DA's Anti-Crime Council Sub-Committee on Learning Disabilities and the Juvenile Justice System.

February – Ruth Flaherty ended 10 years of service as Commission Chair and was succeeded by Susan Howards. Police Chief Daniel O'Leary addressed the Commission on policing statistics

for calendar 2001. He also spoke about the Town's Emergency Management Team and the work being done in the area of emergency preparedness. Captain Peter Scott said that the police had arrested members of the hate group National Alliance after they were caught distributing racist and anti-Semitic literature and tagging.

April – Rita McNally reported on a seminar on child sex abuse attended by several Commission members that was sponsored by the Norfolk DA's Office. Ruth Flaherty is representing the Commission on the Library Community Planning Advisory Committee. Guest Prince Cedza Dlamini of Swaziland addressed the Commission on intergroup relations. Reverend George Chapman discussed interfaith dialogue taking place at St. Paul's Church. Alan Cohen and Susan Howards noted that this year's Catholic-Jewish and Black-Jewish seders, sponsored by the ADL, were very successful.

May – Nancy Erdmann reported that the Commission was a sponsor with the Brookline Public Schools Special Education Parents Advisory Council of a standing room only presentation by Dr. Edward Hallowell on "Thinking Outside the Box" at the Lincoln School Auditorium. Massachusetts First Assistant Attorney General Dean Richlin addressed the Commission on the topic of intergroup relations and post-9/11 issues facing the justice system.

June – Stephen Bressler reported on concerns expressed at the June meeting of the Massachusetts Association of HRCs at neo-Nazi groups focusing on local human rights commissions. David Chag and Betse Gori of The Country Club and Betsy DeWitt of the Brookline Community Fund spoke to the Commission about the Brookline Youth Fund.

July – Andrew Tarsy, Civil Rights Director of the New England Region ADL, met with the Commission to discuss intergroup relations in the aftermath of 9/11 and hate groups operating in Massachusetts. It was also noted that the Commission's 9/11 Committee had heard from George Cha on the topic of nuclear power plant safety.

September – Commission members met with Police Chief Daniel O'Leary to discuss police

Statistics for the period January – June 2002. Chief O'Leary also commented on the neo-Nazi Church of the Creator demonstration held in Wakefield on September 14. Selectman Robert Allen spoke at length about affordable housing problems in the town and called for the Commission to be proactive on housing. Susan Howards said that she and Director Stephen Bressler attended a meeting convened by Selectman Donna Kalikow to discuss youth issues in the aftermath of the shooting death of Perry Hughes.

October – School Committee Chair Marcia Heist and Superintendent of Schools Dr. Richard Silverman met with the Commission to discuss ways in which we might work more closely. The Commission also met with Dr. Roseanna Means, President of Women of Means, Inc., to talk about her program, which provides free medical care for women who are homeless.

November – Brookline Sister City Program Chair Maxine Shaw and program member Raymond Borsman gave an update to the Commission on the new library being built in Quezalguaque, Nicaragua. Dr. Ed Wang reported on the "Post-9/11 Community Dialogue" the Commission held at the Senior Center on October 23. Stephen Bressler reported on the October 30 Greater Boston Civil Rights Summit held at Suffolk University Law School.

December – Ms. McNally reported that she and Stephen Bressler attended the December 11 Norfolk Anti-Crime Council meeting that focused on trends in sexual risk behaviors among adolescents and the legal, physical, and emotional costs of early sexual activity. Susan Howards talked about a December 11 Domestic Violence Roundtable Retreat and the several program suggestions that came out of that meeting. The Commission met with WHDH-TV Channel 7 News reporter Byron Barnett on a variety of issues including the news media in the aftermath of 9/11, intergroup relations, and the business of reporting the news.

Publications

The Commission continued to distribute the popular "Child Care Resource Guide" produced by the Brookline Early Childhood Advisory Council.

Broadband Monitoring Committee

Background

A license to operate a cable television franchise in Brookline was awarded to Times Mirror in the early 1980s. In 1983, that license was transferred to Cablevision of Brookline. A year later the Board of Selectmen created the CATV Monitoring Committee to monitor Cablevision's adherence to the license. In 1984, the Board of Selectmen also appointed Director of Human Relations-Youth Resources Stephen Bressler to service as an Ombudsman for CATV and to staff the CATV Monitoring Committee. During the course of the license, the Board of Selectmen, as Issuing Authority, amended the license to reflect needs of the town and changes in the cable television business. In 1997 Cablevision of Brookline's license was renewed for five years. In 2001, the license held by Cablevision of Brookline was transferred to AT&T Broadband and was scheduled to expire the following year. In 2002, the license was extended again, this time for three years. However, during 2002 Comcast bought AT&T Broadband.

In 1998, at the behest of town residents wanting competition among cable television companies, as well as services not being provided by Cablevision of Brookline, the Board of Selectmen awarded a ten-year license to operate a cable television franchise to RCN.

From the outset, RCN offered Brookline residents cable television service, high speed data access, and telephone service. During 2001, RCN began offering digital service. Starting in late-2001, AT&T Broadband began offering high speed data access and digital service.

In 2000, the Board of Selectmen broadened the CATV Monitoring Committee's mandate and changed its name to the Broadband Monitoring Committee.



Broadband Monitoring Committee

Membership

Francine Berger continued as Chairman with Stephen Bressler serving as Secretary. Membership changes included the resignations of Douglas Levin and Dr. Edward Campion and the appointment of Michael Newman.

Administration

The Committee received staff and budgetary support through the Human Relations-Youth Resources Commission. Commission Director Stephen Bressler served as Ombudsman for Broadband Operations for the Town.

Ombudsman

The Ombudsman handled 238 complaints and/or inquiries relative to CATV and Broadband, down from 378 in 2001 and 275 in 2000. The Ombudsman noted that during the previous two years he had fielded many calls from residents interested in RCN. However, with RCN not providing service to all parts of town, calls from residents wanting to know more about RCN decreased substantially during 2002. The Ombudsman was in frequent contact with AT&T Broadband and RCN managerial and customer service staff. The Ombudsman also consulted with his counterparts in other communities as well as with officials at the Massachusetts Department of Telecommunications and Energy (DTE). In March, the Ombudsman attended a program at RCN that highlighted various channels carried by that company. In December, the Ombudsman testified at a DTE AT&T Broadband rate hearing in Boston.

Committee Programming

The Committee worked closely with the CATV Coordinating Committee chaired by Selectman Gil Hoy. Broadband Monitoring Committee Chairman Francine Berger and Ombudsman Stephen Bressler served as members of the Coordinating Committee and participated in that body's 18 full or subcommittee meetings and two public hearings.

During 2002 the Monitoring Committee held five staff-assisted meetings. Highlights of the meetings were:

January – The Committee was updated by Brookline Access Television (BAT) Director Brett Upham on local access issues. RCN General Manager Robert Sheehan reported on efforts to complete the construction of the system as well as channel changes. The Committee criticized AT&T Broadband on questionable practices involved in the marketing of its new digital service and on failure to maintain telephone answerability within FCC parameters.

March – RCN briefed the Committee on numbers of new subscribers. Committee members questioned General Manager Robert Carr on several areas where AT&T Broadband had been deficient. The Committee voted unanimously on the following:

ON MOTION OF Mr. Levin, seconded by Mr. Selib, the Committee voted unanimously to convey the following to the Board of Selectmen. Whereas, AT&T, in violation of Sections 12.10 (page 55) and 13.9 (page 61 – 62) of the Renewal License, page 55, has not cured ingress or other signal degradation problems on channels A-2, A-4, A-5 and A-7, the Broadband Monitoring Committee requests that the Board of Selectmen, as Issuing Authority, issue a Determination of Breach letter commencing with Section 11.1 of the Renewal License, page 47.

ON MOTION OF Dr. Pisano, seconded by Mr. Levin, the Committee voted unanimously to convey the following to the Board of Selectmen. Whereas, AT&T, in violation of Sections 12.10 (page 55) and 13.9 (pages 61 – 62) of the Renewal License, has not cured the audio problems discussed at various sessions of the Broadband Monitoring Committee, the Committee requests that the Board of Selectmen, as Issuing Authority, issue a Determination of Breach letter commencing with Section 11.1 of the Renewal License, page 47.

ON MOTION OF Mr. Selib, seconded by Dr. Pisano, as amended by Chairman Berger, the Committee voted unanimously to convey the following to the Board of Selectmen. Whereas, AT&T, in violation of Section 6.3(a)(ii)(iii) (page 30) of the Renewal License, has not employed a full-time video engineer, the Broadband Monitoring Committee requests that the Board of Selectmen, as Issuing Authority, issue a Determination of Breach letter commencing with Section 11.1 of the Renewal License, page 47.

May – The Committee talked about customer service issues with RCN. The Committee discussed the possibility of an AT&T Broadband license transfer to

Comcast. Prompted by an article in Multi-Channel News, the Committee discussed “digital service” with AT&T Broadband and RCN. There was further discussion on the breach motions passed by the Committee (see above) that were also passed by the Board of Selectmen. The Committee also questioned data submitted to the Town by AT&T Broadband, as follows:

DR. BERKOVITZ MOVED that a breach letter be sent to AT&T Broadband since we are in receipt of customer service reports that are in violation of Section 13.4 of the License, regarding in-house telephone reports. Mr. Selib seconded the motion. The Committee voted unanimously to accept the motion.

September – It was noted that the Board of Selectmen had approved transfer of the AT&T Broadband license to AT&T/Comcast. The Town is now in a three year license renewal cycle with AT&T/Comcast. There was comment on conducting an engineering study of the AT&T Broadband system to be paid for by AT&T Broadband. RCN General Manager Robert Sheehan discussed RCN financial woes and the impact on the Brookline system.

November – The Committee discussed a forthcoming Selectmen’s breach hearing on RCN’s failure to adhere to the requirements of its license. AT&T General Manager Robert Carr addressed issues connected to the breach motions passed by this Committee and the Board of Selectmen. The Committee talked about changes in the administration of Brookline Access Television.

December – The Ombudsman talked about the forthcoming DTE rate hearing that he expected to attend along with special counsel Peter Epstein. AT&T Broadband General Manager Robert Carr explained changes that would occur following the merger of AT&T Broadband with Comcast. The Committee continued to express concern over RCN’s failure to provide service to residents in all parts of the town.

The Brookline Tab and Boston Globe had articles on business carried on by the Broadband Monitoring Committee.

Council On Aging

The Brookline Council on Aging, whose members include statutory representatives from other town departments and Brookline citizens, plans, coordinates, and provides comprehensive services

to Brookline’s older residents. The goal is to keep elders independent and functioning members of the community and to assist their families in finding services, support, and resources. The Council on

Aging operates the Brookline Senior Center at 93 Winchester Street, which is a community gathering place, dedicated to enriching the aging experience. The Council meets the second Wednesday of the month at the Senior Center at 1:00 p.m.

2002 began with a major change in administration. Arlene Stern, who was only the second Director in the Council's almost 50 year history, retired in January after 22 years of service. The January Council on Aging meeting was dedicated to honoring her and included tributes and roasts by Selectmen Donna Kalikow, Bob Lynch, and her daughter Meredith Stern. The Board of Selectman appointed Ruthann Dobek as Director on January 15, 2002. Ms. Dobek has worked for the Town of Brookline since 1983 and gained prominence through her skillful management of Project Senior Center and was the second in command of the organization since 1983.

Ms. Dobek started her tenure by reorganizing the key management positions of the Council on Aging. She promoted Sue Welpton as Supervisor of Services. Ms. Welpton has been a social worker with the Council on Aging since 1981 when she graduated from Simmons School of Social Work. Her expertise is clinical social work, supervising staff, and protective services. She has been the staff liaison to the police and fire departments, Brookline Center, the legal community, and domestic round table. Charlotte Millman was then promoted to Program Manager. Ms. Millman was the group worker for the Council on Aging since 1985. A graduate of the Columbia School of Social Work, she has created the fantastic programming at the Senior Center without costing the Town a dime! By utilizing Adult Education programs, volunteers, and the collaboration of Town Departments, BIDMC, St. Elizabeth's Hospital, and many other local organizations, the schedule averages well over 12 daily programs with a major event each month.



Council on Aging

The Council on Aging had three professional openings on staff this last year. These were adeptly filled by December Heffernan, Whitney Bell, and Kathleen De Leo. Ms. Heffernan, who started in January 2002 as HELP counselor, is a new social work graduate from the Columbia School of Social Work. She has taken a leadership role in developing our Arthritis Programming. Whitney Bell, who holds her Master's from Smith College, started in March 2002, and heads the protective service and information and referral division of the casework department. Kathleen De Leo, who holds the school of social work dual degree of MSW and MPH from Boston University, began after Labor Day and has used her Alzheimer Disease interest to bring in a lecturer on Alzheimer's disease and hopes to start a support group for families of patients with Alzheimer's.

The Board of Directors mourned the death of members Louise Castle, Roger Stern, and Geraldine Maxon in 2002. Louise Castle, who was the first woman elected to the Board of Selectmen, chaired the Council on Aging in the 1970s and continued to be an active member of the Council, even as honorary member, until her death in January. Mr. Stern, a leader in elder housing issues and a Council on Aging member in the 1980's, died in September. He will be remembered as our benefactor for his generous donation of the land on which to build the Senior Center. Geraldine Maxon was reception volunteer, member of the Brookline Bees Quilters, and active member of our board who passed away in October.

The Board of Selectman appointed new board member Gertrude Cohen in November 2002. She is a retired social worker from Beth Israel Deaconess Hospital. We look forward to her contributions to the dynamic board that supplies an incredible level of advocacy and expertise to aging services.

Council on Aging services include: advocacy, information, and referral; geriatric case management, and counseling; homecare, employment, and income tax assistance; transportation services; monthly newsletter; and insurance benefit counseling. All are housed in the spacious Senior Center and have seen an increase in referrals with the walk-in traffic.

Volunteers continue to be the lifeblood of the Council on Aging. Under the skilled leadership of Vivian Freeman, volunteer programs flourish. Volunteers help in every facet of the Senior Center operation. They lead current events, movie programs, bridge, ESL classes, and BINGO, among many other programs. Local attorneys contribute their services to a legal clinic and lecture series, even doing *pro bono* legal work for low-income seniors. Food service and reception could not

function without the dedicated hours of over 30 volunteers, and volunteers run the senior gift cart. In addition, frail elders receive in-home assistance from friendly visitors, high school grocery shoppers, and library delivery service. A highlight of the year was in June when Bay State Federal Savings Bank Charitable Foundation hosted an awards barbeque for the participants and volunteers of the Students Helping Older Persons (SHOP) community service program.

Programs at the Senior Center include: breakfast, lunch, computer lab, gift cart, exercise classes, card games, movies, lecture series, and health screenings. The Brookline Adult and Community Education Program sponsors a variety of courses, ranging from the humanities to computer skills, and area hospitals as well as the Brookline Health Department contribute health education programs. We are fortunate to have an exhilarating mixture of classes, groups, and programs that keeps the Senior Center a dynamic place to visit.

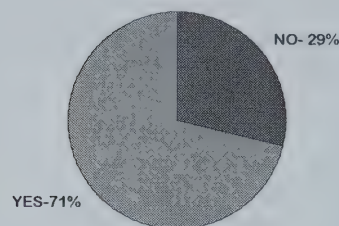
Highlights of the 2002 Year include:

- ❖ Chinese New Year's Festival
- ❖ Juggling Act Health Forum
- ❖ Arthritis Series
- ❖ New Bus Dedication
- ❖ September 11th Memorial Event
- ❖ Back to Work Day: Employment opportunities for seniors
- ❖ Senior Center Open House
- ❖ Bereavement Support Group
- ❖ Police Academy
- ❖ Party of the Century for local centenarians
- ❖ Nutrition, Exercise, Weight Management Program, with Best Selling Author Miriam Nelson

Of special note is the Art Exhibit space at the Center. The second floor includes a gallery for public art expertly designed by chief architect Maurice Childs. Volunteer Jean Stringham has curated 12 exhibits since the Senior Center opened. This year, art by Ann Jackson, Maurice Childs, Visions of Green Community, Dorothy Lepler, Muriel Angelil, Walter Koltun, Jean Gray, and quilts by the Brookline Bees graced the walls.

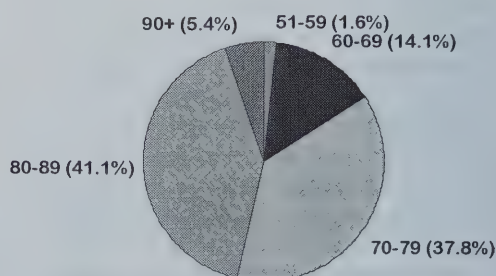
The first annual survey of the senior center was done in the spring of 2002. This will assist us in planning the future Senior Center programs. Key results indicate that seniors desire to have the Center be open on weekends as well as showing the high usage of the Senior Center by the full age spectrum of elders.

Would you like to attend the Senior Center on Saturdays?



The Council on Aging continues to supplement its operating budget of Town funding by successfully leveraging over \$120,000 in grants. In 2002, these monies help fund the Elderbus, the Taxi Discount Program, and part of the homecare social worker's salary. We are especially pleased with two grants received by the Brookline Community Fund. The first was a \$9,000 grant to fund the Russian Tea Room and Asian outreach programs. A major goal of the Council on Aging is to improve service to Russian and Asian elders. 2002 saw increased participation by both groups. The Community Fund also contributed \$1,000 to support arthritis programs: elders benefited from an exercise program and lecture series because of their generosity. We are concerned, however, with anticipated state cutbacks. The Council on Aging relies on over \$50,000 in state grant funding.

Age of Senior Center Attendees



The accomplishments of this past year are due to the dedication and expertise of the staff, the board, and the volunteers. We are also grateful for the collaborations of so many who ensure that Brookline is a highly desirable place to grow old. Whether it is another Town department that ensures quality programs and service delivery to the seniors or a local organization that contributes programming, Brookline's elder services are the envy of many a community. We look forward to providing comprehensive services and interesting programs in 2003 despite what is certain to be a difficult fiscal year.

Veterans

Massachusetts General Laws mandates the Department of Veterans' Services, which is responsible for assisting needy veterans and/or their dependents with living and medical expenses. Directives issued by the State Commissioner of Veterans' Services regulate the scope of these expenses. Medical assistance covers expenses for hospital inpatient or outpatient stays, medications, doctor visits, laboratory work, and dental care. New legislation passed in 1999 authorized the reimbursement of Medicare supplement payments to veterans on the Department's assistance program. The Department is obliged to file for all Veterans Affairs benefits which a veteran may be entitled, as well as other federally-funded or state-funded benefits, such as Social Security, SSI, SSDI, Unemployment Compensation, housing, etc. Two additional veterans were able to obtain residence in the Brookline Housing Authority this past year. We acknowledge Brian Cloonan for his efforts on their behalf.

The Department maintains copies of discharge records and vital statistics for most Brookline veterans. Grave registrations are recorded to ensure that all veterans' graves are decorated with a flag on Memorial Day (approximately 3,750 graves are decorated). The Department is responsible for ordering grave markers on request for the Veterans interred in Holyhood, Walnut Hills, and Walnut Street Cemeteries.

The Town appropriates 100% of the monies needed to assist the Veterans and/or their dependents. A monthly report is submitted to the Department of Veterans' Services located in Boston. The Brookline Director of Veterans' Services initially approves the itemized expenditures and services. Per Massachusetts General Laws, Chapter 115, the state is required to then reimburse the Town 75% of all approved expenditures. The Veterans Office has maintained a 100% approval of all monies disbursed by the Town resulting in a 75% reimbursement.



The Elks Lodge #886 float in the Flag Day Parade

The Flag Day Celebration and Parade is a unique community event which serves to honor our Veterans and also to unite the Town. Without the dedicated work of Maureen Carter, this event would not be a continued success. Maureen is responsible for the record keeping and coordination of the event. The cost of the Flag Day Parade is deferred with an Ad Book championed by Building Commissioner James Nickerson. Thanks to the committee members for their support and hard work in organizing this event.



Veterans Dedication

The Board of Selectmen and Town Meeting Members unanimously voted to dedicate another Memorial Square for one of Brookline's Veterans. Private First Class William F. Kelly was honored by placing a plaque on Boylston Street by the Boylston Street Playground in his honor and recognition for his services to his country. The program was presented by the Brookline Veterans' Office, Commander William Riley of the Veterans of Foreign Wars, Brookline Police and Fire Honor Guards, and the Brookline Elks. The

event was well attended by the family and friends of the Kelly family.

The joint efforts of the Veterans' Office, American Legion, and the Veterans of Foreign Wars coordinated the ceremonies for Memorial Day, September 11th Remembrance, and Veterans' Day. Veterans' Day was complimented by vocalist Harrison Beck, a 7th grade student at the Runkle School. Bryan Riley, a senior at Norwood High School, and Jennifer Cullinane, a 7th grade student at the Byrd Middle School in East Walpole, grandchildren of Veterans of Foreign Wars Commander William Riley, also contributed to the ceremony.



Town Hall Flag

September 11, 2002 was the 1st Anniversary of the terrorist attack on the World Trade Center and the Pentagon in New York where so many innocent lives were lost. A ceremony of remembrance of that horrific event was performed at the Brookline World War Monument. A moment of silence and lowering of the flag to half staff was part of the ceremony.

The continued success of our ADOPT-A-POLE program provides a means to honor or show tribute to a veteran or someone special by displaying a flag on one of the poles along the Flag Day Parade route. The application for the ADOPT-A-POLE program is now on our website, or for more information on the ADOPT-A-POLE program please contacts the Veterans' Office.

The age of our veterans has created a new challenge that includes finding housing, long-term medical care, and burials for veterans in need. The past year we were fortunate to work with the Ruth Cowen House, Brookline Housing Authority, and the Chelsea Soldiers' Home to find housing for our veterans. I would like to give special thanks to all who assisted in making this possible.

A staff of two, the Director of Veterans' Services, Richard L. Bargfrede and Administrative Assistant, Maureen Carter administers the Veterans' Office. Our website has been improved and updated to include many links to the federal Veterans Administration and the Memorial Square information.

Americans with Disabilities Act Transition Team

The Americans with Disabilities Act Transition Team was established by the Board of Selectmen in 1993 as a requirement of Title II of the Americans with Disabilities Act (ADA). The charge of the Transition Team is to evaluate Town programs, services, buildings, streets, sidewalks, parks, and playgrounds to ensure accessibility for persons with disabilities. Selectman Gil Hoy served as Chairman of the Transition Team. Human Relations-Youth Resources Commission Director C. Stephen Bressler served as ADA Coordinator.

On June 25, 2002, the Board of Selectmen voted to re-establish the ADA Transition Team. Appointed to the Transition Team were: Selectman Gil Hoy, Chairman; Stephen Bressler, ADA Coordinator; Thomas DeMaio, DPW Commissioner; James Nickerson, Building Commissioner; Joslin Murphy, Associate Town Counsel, Robert Sneirson, Chairman, Commission for

the Disabled; Dr. Alan Balsam, Health Director; and Greer Hardwicke, Historic Preservation Commission. In addition, the Selectmen let it be known that they would appoint an architect, a representative of the School Department, representation from the Special Education Parents Advisory Council, and three citizen members.

Once the ADA Transition Team was appointed, work began on re-forming the ADA Compliance Team consisting of representatives of the various Town departments. That completed, Mr. Bressler worked together with Mr. Sneirson in planning a training session on ADA Title II compliance.

Also on June 25 the Board of Selectmen met with members of the ADA Transition Team to discuss a Massachusetts Office on Disability report emanating from a December 2001 accessibility training held at

Brookline High School. It was noted that the training session had indicated several areas at the high school campus that needed addressing and that were being followed up on by the relevant town departments.

The ADA Coordinator and Brookline attorney Ronny Sydney served on the Greater Boston Employer Advisory Board (GBEAB) to the Massachusetts Rehabilitation Commission (MRC). On January 20 the Human Relations-Youth Resources Commission presented its annual Martin Luther King Award to Karen Beth Mael, MRC GBEAB Coordinator.

The ADA Coordinator continued to serve on the Norfolk District Attorney's Anti-Crime Council Learning Disabilities Task Force.

On January 28, the ADA Coordinator met with Margie Pepper and Nancy Wagman, co-chairs of the Brookline Public Schools SPED PAC, to discuss programming. On April 24 the SPED PAC sponsored a program with Dr. Edward Hallowell on Attention Deficit Disorder at the Lincoln School Auditorium that played to a standing room only audience.

Lastly, the ADA Coordinator worked with residents in an effort to resolve various accessibility issues in housing, transportation, employment, and education.

Brookline Commission for the Disabled

The Brookline Commission for the Disabled which operates under Section 8J of Chapter 40 of the Massachusetts General Laws, had a very busy year in 2002. For the sake of analysis, the Commission's activities are divided into two separate areas: monitoring the Town's compliance with state and federal laws that are designed to safeguard the rights of persons with disabilities, and working with the Town's commercial sector to make certain that Brookline is an open and welcoming place for persons with disabilities.

In the Town governmental oversight role, 2002 was a very busy year. In April, the Commission assisted two Brookline Town Meeting members who submitted a Warrant Article that mandated that handicapped parking spaces be created in all new residential and commercial developments in the Town. The Commission also worked to ensure that access for persons with disabilities is one of the considerations that the Town takes into account when planning large capital projects. In the Summer, the Commission worked with the Town's Building Department to ensure that the study carrels in the new library are accessible to persons with disabilities. Finally, a member of the Commission was appointed to the Americans with Disabilities Act (ADA) Transition Act Team.



Commission for the Disabled

In the area of working with the Town's commercial sector, the Commission made a great deal of progress during 2002. The Commission for the Disabled, with the cooperation of the Board of Selectman, worked to ensure that no Common Victuallar license would be issued to any restaurant that did not provide full and complete access to their premises for persons with disabilities. The Commission also worked with two non-profit housing providers to ensure that the Single Room Occupancy Units are accessible to persons with disabilities.

Brookline Commission for the Arts

The Brookline Commission for the Arts is the local cultural council (LCC) for the Town of Brookline. Appointed by the Town Selectmen, the members of the Commission are all volunteers.

The mission of the Brookline Commission for the Arts is to support and advocate for the arts at the community, state, and national levels. Specific activities include:

- Distributing grants from the Massachusetts Cultural Council (MCC) to artists and organizations in order to support projects that enrich cultural life both within the Brookline community and beyond.
- Working in conjunction with the Town to provide support for artists and the arts community in Brookline.
- Hosting networking events and workshops that foster community and Communication among local artists and arts organizations.

2002 Accomplishments

- Established official by-laws for Commission.
- Wrote a new mission statement in order to better clarify and strengthen purpose and activities.
- Successfully identified needs for Board Development.
- Recruited new board members with specific skills.
- Sought pro-bono expertise from outside consulting services on Board Development.
- Held a successful and well-attended networking event. The event consisted of a panel discussion by experts in the field on "Surviving and Thriving as an arts organization in the current economic climate," attended by organizations in Brookline and the greater Boston area.
- Co-hosted a Community Input Meeting with Newton. This is part of the Commission's continued effort to collaborate with neighboring communities and build stronger ties to the areas arts groups and artists.
- Attended training meetings with MCC to obtain streamline status.

- Initiated public relations and outreach program through consistent coverage in the TAB on Commission activities.
- Began and continued work on the 2003 agenda.

2003 Agenda:

- Creating a network to facilitate the gathering and disseminating of information on cultural activities for Brookline's 300th anniversary.
- Work with Brookline to realize a program of cultural events for celebration. This is still in development stage.
- Reformat and redesign of website to allow the commission to function more effectively as umbrella organization for Town.
- Clearer dissemination of information and more comprehensive information on guidelines and procedures.
- Ability to achieve greater visibility for cultural activities of Town artists and accessibility of this information by audiences.
- Establish a Brookline artist registry.
- Continue annual networking events and programs.
- Review Public Art Guidelines and distribute them to appropriate Town organizations, make them accessible on website, and include a segment on temporary art installations.
- Investigate an art loan program in collaboration with the Brookline Art Center and Brookline Open Studios. Systematize the procedure for placement of art in Town buildings and other available venues.
- Continue to foster collaborative efforts and communication between Town arts organizations.
- Further Commission PR activities to educate the Town and arts community as to our efforts and resources.
- Publish a flyer to disseminate to Town residents describing the Commission's activities.

GRANTS

For the 2002 grant cycle #29, we oversaw the funding for 23 grant recipients (out of a total of 29 applicants) totaling \$19,180 and 5 PASS grant schools totaling \$2,893.

The fields of the grantees were: six in theater, four in film and video, five in visual art, six in music, and two in written word. Four of these programs were geared to seniors specifically, and seven programs were specifically targeted for young people.

The PASS program involved 872 students of Brookline schools attending 11 arts activities. Destinations were The Boston Symphony, Plimoth Plantation, The Huntington Theater, The Museum of Science, Wheelock Family Theatre, The Museum of Fine Arts

Boston, The North Shore Theatre, and The Children's Museum.

For the 2003 grant cycle #30, we approved 8 out of a total of 13 grants applications, totaling \$5,175 and 6 out of 6 applicant schools PASS grants to assist 1,193 students attend 17 activity destinations totaling \$3,360. The funding from the state for this grant cycle is 38% of the original moneys budgeted to the MCC, and we allocated substantially smaller grants as a result.

The fields of the cycle 30 grants are one in the written word, one in multimedia of art and written word, three in theater, one in art, and two in video. Two of the programs are geared specifically to young people.

Details of Grants:

2002 Cycle 29 Grants

Boston Film & Video Foundation	Video Festival	\$500
Brookline Arts Center	BAC Arts for Everyone Series	\$1,000
Peter Rhodes/Stop Thief!	Community Movie	\$1,500
Brookline Chorus	Choral H&H Concert	\$1,000
Coolidge Corner Theatre	Children's Variety Show	\$1,500
Coolidge Corner Theatre	Senior Film Programs	\$500
Harry Johnson	Storytelling with Seniors	\$400
PTO Arts Comm:	Lincoln School Actor's	\$500
	Residence, 5 & 6 gr.	
Alia Kovgan/Jeff Silva Balagan	Experimental Films	\$1,500
Just In Time Composers	Concert Series	\$1,500
Pandora's Vox Concert: Cont.	Women's Voices	\$400
Muriel Angelil	Life and Death Celeb: Sen. Ctr.	\$400
Puppet Showplace	Vacation Wk. puppet course	\$400
Brookline Library Music Assoc	. Six free concerts: Brookline	\$1,000
Barred Ouellette	Brookline Poetry Series	\$1,000
La Donna Musicale	Early Music Women Composers	\$1,000
Brookline High 21st Century Fund	Frieze	\$500
Muse Inc.	Nine Concerts for Elderly	\$1,080
Louise Farrell	4th Br. Sculptors Open Studios	\$ 500
Brookline Council Arts & Human.	B-line Artists Open Studios	\$500
Company One, Inc.	Stage 1 theatrical Training	\$500
Ina Friedman	Holocaust Video Teacher.	\$500
	Guide	
Behind the Mask Theatre	Tales of Monkey Folk Epic	\$1,500

PASS Grants Cycle 29

Lawrence School	BSO	\$775
Lawrence School	Plimoth Plantation	\$275
Devotion School	A.R.T. / 383	
Beacon High School	Huntington Theatre	\$80
Beacon High School	Huntington Theatre	\$795
Beacon High School	Huntington Theatre	\$80
Beacon High School	Huntington Theatre	\$80
Baker School	Wheelock Family Theatre	\$575
Heath School	North Shore Music Theatre	\$263
Heath School	Children's Museum	\$131

2003 Cycle 30 Grants

Berred R. Ouellette	Brookline Poetry Series	\$600
Publick Theatre	Theatre Brochure	\$375
Brookline Arts Center	Community Authors	\$900
Boston Film and Video	N. E. Film & Video Festival	\$300
Puppet Showplace	Day of Puppetry	\$800
Brookline Sculptors	Brookline Sculptors Exhibit	\$700
Peter Villa	Documentary Video	\$400
Company One, Inc.	Stage One Theatrical Training	\$1,100

PASS Grants Cycle 30

Pierce School	Wheelock Theatre	\$260
Pierce School	Wheelock Theatre	\$260
Pierce School	Wheelock Theatre	\$280
Runkle School	North Shore Music Theatre	\$300
Heath School	Boston Ballet	\$230
Heath School	Boston Ballet	\$250
Baker School	North Shore Music Theatre	\$200
Beacon High School	Huntington Theatre-Marty	\$250
Beacon High School	Huntington Theatre	\$250
Devotion School	Museum of Science	\$195
Devotion School	Museum of Fine Arts	\$85
Devotion School	Tsongas Center	\$200
Devotion School	Museum of Fine Arts	\$45
Devotion School	Plimoth Plantation	\$170
Devotion School	Museum of Fine Arts	\$45
Devotion School	Tsongas Center	\$140
Devotion School	Drumlin Farm	\$200

Summary

Much of 2002 was spent devoted to Commission "housekeeping" and to systematizing our internal operations. With new officers, support staff, and members, the Commission is galvanized and enthusiastic about the 2003 agenda. The Commission is committed to establishing stronger ties to Town Hall and to increasing visibility within the arts community. It is our hope that we can make a vital contribution to the cultural vibrancy and economic viability of the arts in Brookline.

FINANCE

Comptroller's Division

The Comptroller's Office is responsible for the timely and accurate processing of vendor payments, cash receipts and general ledger transactions, and numerous federal and state reporting functions, including the Commonwealth's Schedule A and free Cash certification. During the first half of the year, the Comptroller's Office also had responsibility for payroll processing. In addition, the Comptroller served on the Brookline Contributory Retirement System. Some of the key accomplishments are highlighted below.

Payroll

In July, 2002, the responsibility for the Payroll function shifted from the Comptroller's Office to the Treasurer's Office. The position of Payroll Manager was filled by Virgie Fitzgerald, who had been the Senior Accountant in the Comptroller's Office.

Accounts Payable

Accounts Payable personnel, in conjunction with input for a variety of Town Departments, continued to service the more than 6,500 active vendors, processing more than 45,000 invoices, which resulted in approximately 20,100 vendor checks. Approximately 500 1099's were issued in January, 2003 to vendors providing services. The Accounts Payable personnel routinely audits all invoices before the payments are processed and then matches up the resulting checks with their supporting documents for archiving in-house and the mailing of payments. In addition, the accounts payable team has spent considerable time and effort training departmental users throughout the School and Town in the appropriate use of the accounts payable system.

Financial Reporting

Fiscal 2002 required the Town to comply with GASB 34, thereby resulting in major changes in the preparation and presentation of our audited financial statements. The Comptroller's staff worked closely with the auditors to ensure compliance with this new accounting regulation. In addition, the Comptroller's staff continues to provide training for the departmental users in General Ledger queries and reports and Accounts Payable and Cash Receipts input and processing. By the end of 2002, more than 250 users in the Town and School offices had been trained. The Comptroller's Office, together with the Payroll Manager, Chief Procurement Officer, and Deputy Town Administrator, have begun plans for

the "Brookline Accounting Academy" - a training program for all financial and Payroll system users. This program will reinforce skills already learned by departmental users and help them work within the systems more effectively.

Imaging

The imaging program continued, with weekly and bi-weekly payrolls and their related reports being saved to CD monthly and distributed to key departments to facilitate research and reporting. In addition, accounts payable data is also archived by month on CD as are Comptroller Office copies of cash receipts journals. We are also imaging general journals, monthly trial balances, subsidiary ledgers, contracts and their revisions. During 2002, we imaged close to 2 million pages of legacy financial reports from the Pentamation accounting system. We have added a second server that allows multiple years of accounts payable, cash receipts, and general ledger to be queried without switching diskettes. Small duplexing scanners have been added to all workstations in the Comptroller's office which has resulted in improved staff efficiency. In addition, we have rolled out the imaging program to DPW for contracts and to the Brookline Retirement System. Close to 60 volumes of CDs were created during 2002, and we have started migrating the data already burned to DVD.

Closing

The Comptroller and her staff worked closely with other key departments to enhance internal controls and financial processing and reporting with the Town. The Comptroller gratefully acknowledges the fine efforts of her staff, in conjunction with the efforts of other Town Departments, which have contributed to this highly successful year.

Assessing Division

Market Trends

As we have done in the past, the Board of Assessors adjusted the values of properties for FY 2002 to keep the assessments in line with the real estate market in a non-revaluation year. Past history supports a close tracking of the market to eliminate large increases, to keep the tax bills relatively level, and to avoid "spiking" values every three years in increasing markets. The assessors review all classes of property each year. Residential properties

are reviewed by comparing the assessed value to the sales prices to create sales to assessed value ratio analysis.

The rents, expenses, and vacancies of apartments and commercial properties are reviewed yearly. These properties are valued by using the Income Approach to Value. A similar ratio study is developed to review rents of similar properties from one year to the next.

The Board of Assessors has reviewed the sales occurring in the Brookline real estate market for the period January 1, 2000 through August of 2001. These ratios indicate substantial increases in sales prices over the assessed values set in FY 2001 in a 20 month period ranging from 23 to 32 percent across the residential market. In the rental housing market and the commercial sector, we have seen only minimal increases in rents. In addition there was some evidence over the summer that rents were dropping and vacancies were occurring. As always there are few sales to consider in this area. In projecting the increases we also considered the tragic events of September 11, 2001 and the possibility of a recession which some say was already beginning prior to September 11.

After analyzing the sales data and other market indicators, the following factors were chosen: Single Family Homes, Condominiums and Vacant Land – 9.9%; Two Family and Three Family Homes – 8.0%; Apartments and Commercial Properties – 5.0%

Tax Rates

The appreciating values caused the tax rate to decrease. The tax rate for residential properties dropped from \$13.46 in FY 2001 to \$12.90 in FY 2002. The tax rate for commercial properties dropped from \$22.12 in FY 2001 to \$21.07 in FY 2002. The Board of Selectman chose to implement the maximum 20% residential exemption of \$105,210 for FY 2002, which is an increase from FY 2001's exemption of \$96,110.

The actual tax bill was mailed on December 11, 2001 for FY 2002.

Appellate Tax Board

Our Appellate Tax Board caseload continues to be current with less than 100 pending cases. We attribute this to a number of factors including: a very active real estate market that provides our staff with ample economic data, a combined 50 plus years experience in Brookline for our senior staff, and a very knowledgeable taxpayer.

Staff

The Board of Assessors has three members. The Chief Assessor and Chairman of the Board George

Moody, MAA, has 22 years experience as an assessor and has directed and organized seven revaluations of property, four of them in Brookline. Mr. Moody is also a licensed builder.

Dr. Harold Petersen has been on the Brookline Board of Assessors for 13 years. Dr. Petersen is a Professor of Economics at Boston College, where he has taught Economics for over 40 years. He was the Chairman of the Department of Economics at Boston College and has written many papers on the subject. He is considered an expert witness in many courts in the Commonwealth.

Sally Powers, MAA, is the Director of the Cambridge Board of Assessors. Ms. Powers has been on the Brookline Board of Assessors for three years and has been an assessor for 19 years. She has written papers on statistical modeling and is a lecturer on Mass Appraisal Theory. Most recently, following her work in South Africa, she consulted to the government of Kosovo on valuation modeling. In November 2002, Ms. Powers tendered her resignation to the Board of Selectman. She felt that her continued work overseas hindered her efforts to fulfill her duties as a member of the Board of Assessors.

FY 2003 Revaluation

The assessors staff has completed work on the FY 2003 revaluation, an eighteen month process that started in July of 2001 and ended with the actual mailing of the tax bills on December 11, 2002.

The Department of Revenue issued preliminary certification of our values on September 19, 2002 and final certification was received on November 20, 2002.

In between the preliminary and final certification, the assessors held public hearings on the new values from September 19th through October 19th during which time 783 property owners took this opportunity to meet with a member of the assessors staff to discuss their new values.

Of the total staff of 11 people, 8 people have participated in the 1991, 1994, 1997, 2001 and 2003 revaluations. Of the remaining 3 people, 1 has participated in 3 revals and 2 people will be experiencing their first revaluation in Brookline. The entire staff performed admirably.

Copies of the annual certified financial audit are available for review at the Comptroller's Office, the Office of Town Clerk and the Brookline Public Library and on the Town's website at www.townofbrooklinemass.com/selectmen/FinancialReports.html

Information Technology Division

Release of IT Strategic Plan

In January, 2002, the working group and consultant, Pacific Technologies, Inc. (PIT), completed their work on the Town's first IT Strategic Plan. The final product was enthusiastically endorsed by the Board of Selectmen, the School Committee, and Town Meeting, via the passage of Legislation that pulled IT out of the Finance Department, thereby making it an independent department, and the approval of additional funding for proposed organization changes.

The key organization change called for in the report, and funded by Town Meeting, was the creation of a Town/School CIO. This was a major change in the way that Brookline, and virtually every other city and town in Massachusetts, approaches information technology. This innovative approach results in one individual being responsible for all Town and School IT operations. Reporting to both the Town Administrator and the School Superintendent, this individual will be responsible for ensuring that all existing and future applications, projects, and operations are viewed on an enterprise-wide level, thereby resulting in economies of scale, efficiencies, budgetary savings, and superior applications.

To view the entire IT Strategic Plan, please visit www.townofbrooklinemass.com/InfoTech. This blueprint will be modified annually to keep Brookline on the cutting edge of 21st century technology.

Waiting for the C.I.O.

Many of the planned items were put on hold awaiting the selection of the Town's first Chief Information Officer. There were in excess of 450 applicants over the course of two separate recruiting efforts. The Town Administrator and the Superintendent of Schools made an offer to their top candidate in January 2003, the Selectmen and School Committee endorsed that selection, and Mr. Patrick Cafferty assumed the new position in mid-February. Fortunately there was already more than enough on our plates to keep us busy.

Dot Com hits half a million

The Town's website, www.townofbrooklinemass.com has taken in excess of \$500,000 since the inception of our Web-based payment opportunities. These revenues were the direct result of citizens taking advantage of on-line payment capabilities in the areas of Refuse, Water and Sewer, Real Estate

Taxes, Parking tickets, and Recreation Program enrollments.

First 1,000 hit day

When we rolled out the web site in 1999, we were logging around 100 hits per day. A "hit" means an individual has visited our website on the Internet. Recently we logged over 1,000 hits in a single day. This was the first of what we hope to be many more landmark days. In addition to record numbers visiting the regular town URL, we are adding other URL's to the server and have begun hosting town committee websites such as the Brookline Commission for the Arts: www.brooklinearts.org Look for others in the future.

Spreading the wealth of information

Some town departments are getting on the "web line" by editing their own sections of the website. This is a collaboration we promote and support. A good example of this initiative is the Health Department. West Nile Virus updates were posted as soon as inspectors confirmed sightings. These were entered by the Health Department's own staff, providing nearly instant access to data as it became available. Human Resources has been doing this for some time as well with job postings and forms and the GIS Manager maintains the GIS section of the website.

Brookline up close and personal

If you have not visited the Assessor's on-line property system lately, you should take the time to review it. This is the most popular portion of the website. It has been reworked to include photos of all properties as well as property characteristics and recent sales history. This is a good tool for citizens, prospective citizens, and real estate firms. If you are considering upsizing or downsizing check it out. For those moving into Brookline there is another new feature: the first on-line and downloadable "Welcome to Brookline Packet". This site contains 21 pages of useful information on everything from historical sites to trash pickup. It's not just for newcomers, so check it out at: www.townofbrooklinemass.com/towninformation/welcomepacket.html

Brookline Inspectors to be cutting edge

On November 7th, Microsoft and their partners announced a new trend in computing: Tablet Computers. On November 8th, Brookline placed orders on two of these units for use as prototypes in the Building Department and the Conservation Division. These new tablet units are perfect for in-field uses, especially inspections. The tablets are

portable, like laptops, but utilize pens instead of the traditional mouse. You can use a regular keyboard, a touch screen keyboard, or handwriting. They are far more flexible in the field than a traditional laptop. We had been working with our software vendor for some months looking to implement hand held devices into Permits Plus. They are moving from Palm Pilots to wireless PDA's, as Palm units appeared to be yesterday's technology. Wireless telephone/computers were promising but proved ineffective in Brookline. We tested wireless devices in two different environments. Our evaluation found the screens to be too small and cell coverage in Brookline is too spotty. It was at this point that we became aware of the soon to be announced tablets. They are fully Microsoft compatible, which facilitated the development of the application prior to the hardware release. Our software vendor wanted in excess of \$50,000 for software development, integration to our existing permitting system, and software support. They also required the addition of a separate server. We elected instead to write the application in-house. No software development fee, no support fees, and no extra servers were needed. We currently have one tablet in production and one in test. The electrical inspector is using it successfully. We are tuning the application to meet his requirements. The second unit is being set up for and will be evaluated by the Town Arborist. This application will contain full GIS capabilities with specific links to the Brookline Tree Inventory.

The devices are synchronized in-house, data collected in the field, and re-synched upon return to the office. The synchronization time is such that there would be little advantage in going wireless although wireless modems can be added in the future. Plumbing and Gas inspections are next in line, with the Health Department on the horizon. Six additional devices have been ordered. In many cases, the Tablet may eventually assume the roll of the desktop.

The Fire Department has also been added to the list of Permits Plus users. Smoke permits are now computer scheduled. We are also working with the Building Department to revise our inspection permits to more closely follow the categories set by the Commonwealth of Massachusetts.

GIS as busy as usual

Our GIS Manager and her staff have been very busy this year, as usual. The Department's accomplishments included data layer maintenance in all areas of the Town ranging from the Assessor's Atlas to Zoning Changes. They produced hundreds of standard and custom maps for town departments as well as another 150 for public information requests. GIS worked with the Planning Department in the production of maps and data layers in support

of the Comprehensive Plan and they also worked with the Superintendent of Schools and the School Committee to reconcile past variances in the school buffer zones used to place students in the appropriate buildings. GIS built a new data layer and mapped all of the fireboxes in the town in conjunction with the Fire Department.

GIS Local Initiatives

Feng Yang, the GIS Manager, initiated and is overseeing a land-plan scanning project to convert 10,000 old paper land plans to digital GIS compatible images. This will facilitate researching the history of land plan changes over the years. Feng solicited and obtained data layers containing streetlights and utility poles from NStar at no cost to the Town. She also applied for and received \$12,000 in grant money from MassGIS to update town boundary and parcels data layers. This project will bring our data layers to MassGIS Standard Level 2, again at no cost to the Town.

GIS Technical Initiatives

Jargon Alert: Items preceded by "Arc" are specialized programs used in developing or displaying maps, ESRI is the firm that sells them, SQL is a database, and the rest are operating systems. Last year we began the migration path from UNIX to Windows 2000. To accomplish that end, the GIS Department has set up a new GIS Application Server and an ArcIMS test server for web oriented mapping applications. We have begun the conversion of all GIS data layers to ArcSDE/SQL. We are following the migration path set by the GIS Manager last year. Due to the size of our map library and support files, this will be an on-going effort for the next few years.

The web components will lessen our licensing requirements over the long run and will provide software savings in that area. As software trends in this field are moving away from Unix, the move to 2000 provides the assurance that we will be able to utilize new features as they evolve. To implement these changes, training is key: first the GIS staff needed to take courses in the new ESRI programs and the new database, the next step will be to retrain the users. Feng Yang is developing specialized training for all GIS users. She will provide each user group with the training for the specific skill sets needed to perform their specific GIS tasks.

Fiber Phone Link Update

The final step of fiber implementation is wrapping up. Currently linked are Brookline High School and the Town Hall. These are connected via 24 town-owned fiber strands. RCN supplied INET fiber links

the Town Hall phone switch to the Water Garage, Council on Aging, Eliot Recreation Center, Heath School, Runkle School, Devotion School, Driscoll School, Lawrence School (in transit), Putterham Library, and Coolidge Corner Library. We are currently phasing out Centrex lines in all of these sites and will limit them to an emergency only role. (Note: all of the above sites have data transmission capability built in using the same fiber strand, leaving a second strand for future use.)

E911 Project

Jargon Alert: T1's and PRI's are a group of phone lines and a PBX is a phone switch.

"The evolution of local number portability and alternate telecommunications providers drives a need in 9-1-1 service for identification of the relationship between company and telephone numbers." In other words you have the right to change telephone vendors and retain you phone number. That's portability. If you change telephone vendors, your identity is your phone number. Your vendor is responsible for insuring that your number is in the E911 database. When you use a T1, a street address is identified with the location of the T1, not the individual phone numbers serviced by the T1. A 911 call placed from that T1 will pass the address of the T1 to the 911 panel in police dispatch. When you pool calls from many sites to a T1 at another site, you need to properly identify the real source of the 911 call. That responsibility falls on the PBX Customer, in this case the Town. If you are using a PRI level T1, you can identify the phone number from which the call is placed, the street address of the phone, and the room location at that address. That is what is really required in an emergency.

Last year we implemented our telephony plan for the Town. That plan called for utilizing the free fiber provided by RCN to the Town under the heading of the Inet. Using optical fiber technology, we are passing both voice and data from remote sites to a central hub in the Town Hall or the High School. A pool of T1's at the central site then distributes the calls. The software on the local switch must pick up the full telephone number of the source telephone and attach that number to the call. That telephone number must then be programmed in a central database maintained by Verizon for the purpose of identifying the source of emergency 911 calls. This sounds like a simple enough process. Mix in restrictions on the number of files that the phone vendor can do on a daily basis, PBX software revisions, Competitive Local Exchange Carriers, building renovations and moves, new switch installations, massive layoffs in the telecommunications field, a primary vendor whose strength is the home market, and the process becomes more of a challenge.

After one or two false starts we have met this challenge. At this writing, we are providing Brookline Police Dispatch with the proper call back number, the proper address, and the room number (when there is one) of any phone number within the switch complex described above. As you might infer from the length of this paragraph this was a major effort. It involved testing every phone in every building. For schools that meant after 2:30 or over the Christmas holidays. It could not have happened without a major support effort on the part of the Police Dispatch Supervisor and his staff. Testing will continue on an as needed basis. We are evaluating the purchase of E911 PS/ALI software to support these on-going efforts by providing direct computer access to the E911 central database.

PC replacement program in full swing

2002 marked the second year of the PC lease program. A total of 65 computers were budgeted for replacement, and all were replaced. Each machine is leased for a four-year period, with a full three-year warranty for parts and labor. We contract a warranty upgrade to provide in-house service for \$3.00 per month per machine. In year four the cost is \$8.00 per month to offset the lack of warranty. The policy is intended to provide for a logical turnover of equipment, set standards for desktop PC's, and to provide an accurate reporting of costs where they are incurred.

Purchasing Division

PERSONNEL

The Purchasing Division is staffed as follows: Chief Procurement Officer David Geanakakis; Procurement Officer Bobby Lam; Buyer Richard Saville; and Clerk Leonore Nicolay. The most important role of Purchasing is to ensure that the Town is getting the best value for purchases of goods and services.

Starting in July 2002, General Services, which provides telephone, mail, and printing support for Town and School departments, became part of the Purchasing Division. General Services is staffed by Telephone Operator Patty Paige, Supervisor of Mailing and Printing Tim Sullivan, and Mail Clerk Morgan Laing-Buckland.

This reorganization will allow both Purchasing and General Services to continue to provide and expand the high level of service and assistance to Town and School Departments. David would like to offer a special thank you to each of the Purchasing and General Services staff for their assistance and efforts over the past year.

PURCHASING ACTIVITY

During the past fiscal year, the Purchasing Division processed over 100 public bids and quotations, and issued over 6,500 purchase orders for Town Departments and the School Department. The various methods by which purchases are made include proposals, bids, and quotes. The entire purchasing process must comply with applicable laws, such as M.G.L. Chapter 30B. Purchasing is responsible for drafting specifications, investigating and discovering potential vendors, and evaluating and awarding contracts.

Purchasing has the ongoing and important role of contract management for the many goods and services contracts that are used by both Town and School Departments. Examples are computers, fuel oils, furniture, office supplies, school lunches, copiers, consultants, and insurance. The Division is involved in various capital projects, such as the ongoing remodel of the Lawrence School and the completion of the remodeled Public Library and Public Safety buildings.

Examples of major accomplishments include:

- Established, issued, and awarded Building Service Contracts bids and agreements with the Director of Public Buildings.
- Expanded the Town car pool fleet by purchasing a hybrid gas electric vehicle for use by all departments and purchased two additional hybrid gas electric vehicles for Building and Health Department use. There are now a total of five hybrid vehicles in the Town fleet.
- Provided support to the new Payroll function in the Finance Department and purchased needed furniture and fixtures.
- Also assisted with the reconfiguration of Comptroller Division and the Information Technology Department, using the standard that was established for a uniform appearance of all offices.
- Purchased furniture and fixtures for the Public Safety and Library renovation projects.
- Began exploration of possible solutions to Document Imaging that would be used by all Town and School Departments.
- Investigated and tested interface with Internet bid posting websites in an effort to expand the reach of bids and proposals.

- Continued to participate in the State procurement team that established a contract for Information Technology consultant services, which can be used by the Town, as well as cities and towns statewide.
- As in previous years, the Division issued the bids, awarded contracts, and administered the Cooperative Purchasing arrangement for the purchase of Gasoline, Diesel, and Heating Oil Fuels for Brookline, the cities of Newton, Cambridge, and Waltham, and the towns of Arlington, Belmont, Watertown, and Winchester. Due to planning and the timing of bids, the Cooperative has again locked in fixed prices that are lower than the general marketplace over the past year.

SUPPORT TO THE SCHOOL DEPARTMENT

Procurement Officer Bobby Lam is the Purchasing Division's primary liaison to the School Department, but all Division staff is involved with School purchases. Purchasing continues to dedicate substantial time and resources in support of School purchases and projects. Significant items from the past year were:

- Purchased and oversaw the procurement and installation of new office furniture for the School Department's Town Hall 5th floor offices.
- Conducted monthly training sessions on the Town's Financial Management System and Software, (MUNIS), for the School Department.
- Developed a monthly delivery program of photocopy paper for the elementary schools to reduce emergency orders.
- Evaluated the Art Warehouse at BHS with the Curriculum Coordinator to reduce obsolescence by creating a new order and quote schedule.
- Assisted the Career and Technology Curriculum Coordinator in the surplus bid of Metal Shop equipment and supplies which generated \$7,500 for the program.
- Issued bids and managed contracts for \$750,000 of lease purchases of equipment and computer hardware and software for the School Department.
- Continued to coordinate Cooperative purchases for School Foodservice of milk, ice cream, soft drink vending, and cafeteria supplies.

- Assisted schools in identifying vendors and services for various projects.
- Supported the Lawrence School renovation project.

GENERAL SERVICES ACTIVITY

General Services provides telephone operator, centralized printing, and mailing services to all Town and School Departments in the most economical manner possible. The print shop and mail room provide quality offset printing, mail pick-up, and delivery services in a timely manner. Central telephone operator service is provided in Town Hall.

Some of the more significant undertakings include:

- Leased a second, higher speed digital copier to support and increase printing capacity. Most Town and School reports, booklets, and other material continue to be printed internally.
- Continued to promote in-house print capabilities to lessen the costs of outside printing, and explored the need for color printing capability. This reduces the expenditures on more expensive external printing.
- Evaluated primary telephone carriers RCN and Verizon for fixed and variable costs and reviewed telecom options for the Town.
- Assisted the Information Technology Department with telephone trouble calls and move, add, and change requests.

Treasury Division

In compliance with the provisions of Chapter 41, Section 35 of the Massachusetts General Laws, the Treasurer is pleased to submit this annual accounting of the total cash receipts and disbursements for the fiscal year ended June 30, 2002. In addition, I have also included a summary of the highlights of the activities and accomplishments of the Department of Finance's Treasury and Collecting Division for the year. Historically, this report was a set of financial tables related to cash and debt statistics. In 1994, the format was changed to provide a report that reviewed results and provided information rather than just numbers. As was noted over the past eight

years, favorable response to this new format was the impetus for elimination of the statistical data and the continuation of this new format. The tables and data that have been eliminated are, however, readily available upon request from this office. Details of cash transactions and debt activity are also contained in the Annual Audit Report, which is found in the Town Comptroller's Office, the Library, the Town Clerk's Office, and the Brookline web-site at www.townofbrooklinemass.com. I believe that this approach provides more relevant information to our readers.

This was the eighth full year of the rebuilding that began with the advent of a consolidated Department of Finance. The reorganization that began just over eight years ago has continued and has strengthened. The functional workgroups that were initially created to provide more effective service and internal cross training are working out very well. Internal coverage for periods of peak needs was expanded. The specialized tax administration units established seven years ago continue to demonstrate their value to taxpayers. Indications are that public service has significantly improved. As will be noted below, with the use of electronic commerce techniques and an after hours Town Hall mailbox, we have begun the development of a 24 hour/7 day per week service capability to our taxpayers. Of equal importance, our departmental staff morale remains favorable and supportive.

We also added a new Payroll section to this Division during the year. The Comptroller's Division previously managed the payroll function. Due to the vast increased demands on the Comptroller's resources because of new and complex financial reporting standards and increased internal demands, it was decided to place payroll under the Treasury. This is how most other communities our size and larger are organized. It also made sense since many of the payroll functions revolve around cash management and taxes rather than bookkeeping. Initial reaction to this move has been most favorable.

Cash Management Division

This division is responsible for the collection and maintenance of all revenues from all sources, as well as the management and safeguarding of all funds, the administration of all debt and the proper disbursement of all funds. In summary, the aggregate receipts and disbursements for the fiscal year that began on July 1, 2001 and ended on June 30, 2002 was as follows:

Cash and Investments - beginning of year	\$72,298,155
FY02 Cash Receipts	\$217,195,330
<i>Sub-Total</i>	<i>\$289,493,485</i>
Less:	
FY02 Cash Disbursements	(\$210,205,178)
Cash and Investments - end of year	\$79,288,307

The remainder of this report will focus on several major accomplishments that were achieved by this division during the year.

Property Taxes

The aggressive delinquent collection campaign that was initiated in 1994 continued during the year. After an unprecedented eight-year reduction in uncollected balance, FY 2002 remained at a level similar to FY2001. Considering the eight-year reduction, the unfavorable economic climate and the increased tax levy, this was good news. Unpaid taxes remained at the lowest they have been in over 22 years. The collection program described in the 1994 Annual Report has been very effective. Uncollected property taxes, including all delinquencies, have decreased from \$3.4 million at the beginning of FY 94 to a level of \$0.9 million at the end of FY02.

Municipal Lien Certificates

An important responsibility of this Office is the timely and accurate issuance of municipal lien certificates (mlc's). This document is required before buyers and sellers of property can finalize any agreements for the transference of any real property. Lawyers and Mortgage Lending Institutions depend upon this service. The owners of property about to be conveyed generally require immediate attention. We issued 2,995 MLCs during FY2002, an increase of 48% over FY2001 and a combined increase of over 62% since 2000. This is indicative of the effect that 12 reductions in interest rates has had on mortgage financing. As a result of this large volume increase, we did slip in responsiveness. We were responding within two to three days previously. This year, however, in general, we responded in five days or less. Although we slipped somewhat, we remain well below the 10 days allowed under the General Laws and well within the time that other communities meet. We continue to receive many favorable comments for timely and accurate service from the various legal firms in the area. With the help of our I.T. Department, we have developed an automated response system that helped speed up our processing. We hope to continue to improve upon

that system and we look forward to the day that we can provide MLCs through the Internet.

Motor Vehicle Excise

We continued to participate in the Registry of Motor Vehicle license renewal and registration renewal marking program. The failure to be able to renew these two important permits has proven to be a very effective collection stimulus.

Uncollected excise at the end of the year was \$1.67million. This is \$314,000 less than the balance at June 30, 2001, and results largely from the timing of the billings from the State's Registry of Motor Vehicles. We continued to collect over 95% of the more than 39,000 bills issued each year on a timely basis.

Cash Management

\$1,626,927 in investment income was earned during the year, an amount that is \$1,828,346, or 52.9%, less than the amount earned during FY2001. This decrease was the direct result of the 11 reductions in interest rates that the Federal Reserve Bank voted during the year because of the poor economic climate. We continued to exercise the aggressive cash management program that was instituted during the latter part of 1994. This enabled us to continue to maximize the rates of returns despite the economic recession and helped mitigate the reduction in earnings that was being experienced throughout the world. Use of a new automatic "sweep" account that invests funds each night, along with a weekly interest rate bidding request program, have insured that we are able to obtain the highest rates available while maintaining safety and liquidity throughout the year. Higher risk type investments, such as derivatives and similar devices, are specifically avoided. The Commonwealth's "legal" list of investments for Savings Banks and other Thrift Institutions are the only allowable investments that are used.

Other Events and Accomplishments

Through an on-going competitive bidding program, we continued our nine-year record of minimized bank service costs while the level of bank services increased. Our costs increased from \$34,900 in FY2001 to \$45,700 in FY2002, which was directly attributable to our Electronic Commerce and credit card acceptance initiatives that were introduced during the second half of fiscal 2001. Nine years ago, much lesser banking services were costing us about \$150,000.

We were also quite pleased to reach a level of over \$500,000 in electronic/credit card tax and related payments during this year. This is just the tip of the

iceberg and will ultimately become a very effective and efficient way to service our constituents.

Expenses related to other financial advisory services, especially with the issuance of bonds, were similarly put out to bid. Since 1994, we have been able to retain the same level of service with a 45% reduction in costs. At the same time, our volume of activity has increased. As has been noted previously, we have been able to keep these costs in check, in part, because we have undertaken a significant portion of this work internally.

We were able to take advantage of the unprecedented low interest rates in our debt activity this year by refunding two older bond issues. The ultimate result is that our interest costs for these two issues will be reduced by over \$1.0 million over the next 10 years, which will help alleviate some of the impact of the loss in investment earnings noted above.

As was stated for the past several years, we continue to derive benefit from special enabling legislation related to qualified school construction borrowing. During 1996, the Legislature passed a law that enabled us to delay the permanent borrowing related to the \$43.8 million High School remodeling debt exclusion project, as well as the recently completed Baker School project. This act allows us to issue five-year temporary notes prior to the permanent financing. This authorization enables us to delay permanent borrowing until the same year in which we will receive our share of the State's School Building Assistance Bureau's reimbursement. In essence, we deferred payment of bond principal until we began to receive our 61% reimbursement from the State. This results in delaying and minimizing the "sticker shock" from these large and important School projects on the annual tax bills.

Payroll Section

As noted above, this unit was moved under the Treasurer/Collector supervision during 2002. The objective was to provide additional services to the Human Resources functions while not imposing additional burden on the Comptroller's staff. Two existing positions from the Comptroller's staff were moved into this unit. One of the existing positions was reclassified to a Payroll Manager classification. Applicants for this position were sought and, after interviews by an internal payroll search committee, Virgie Fitzgerald, a chief accountant in the Comptroller's Office, was offered the position based upon her prior experience in the related area plus her knowledge of municipal government, in general, and Brookline more specifically.

This section is responsible for the oversight of all payroll activities including accurate and timely payments to over 1,200 Town and 2,400 School employees, along with the related employee and employer deductions, taxes, wage reporting, and collective bargaining compliance issues. This unit oversees and audits payments of over \$92.9 million in payroll along with the related \$17.6 million in a vast array of deductions and \$16.1 million in several payroll taxes.

Virgie has, in a very short period of time, expanded the services provided by payroll. She, along with her new assistant, F. Scott O'Shea, have instituted individual and group training seminars for all departmental staff who are involved with the payroll functions for their departments. They also have initiated a critical Employee Verification process that is compulsory and insures accurate reporting to all of the required Federal Agencies that mandate reports, records, and timely and accurate transmissions of data and funds.

Virgie, along with School payroll personnel and Town/School Human Resources staff, published the first edition of the "Payroll Update" newsletter. This newsletter intends to provide guidance to employees on benefits available, changes in tax and benefit laws and regulations, and all other issues that provide for the best employee relations possible. Based upon the significant amount of favorable reactions, this newsletter will become a standard quarterly publication.

Closing

Again, your Treasurer/Collector presents these accomplishments with pride. They signify our collective efforts on behalf of our community. One of the most significant messages subliminally contained within this report is that Mary Slattery, Debbie Mann, Cathy O'Dea, Marjie Lalli, Leslie Drayton-Oliver, Charlene Moorehouse (our newest addition), Virgie Fitzgerald, Scott O'Shea (our newest payroll section member), and John Mulhane are a team of professional public sector employees. They take pride in providing a high level of quality service for their constituents. As the manager of the Division, I express my genuine appreciation to this exceptional staff of dedicated people who continue to make this all happen. My very personally satisfying job and our many successes are a direct result of their exemplary performance. I remain forever grateful to each and every one of them.

I also wish to thank the Community for their continued support and response to all of our appeals. Tax collecting is never a "fun" task, but the vast majority of our taxpayers understand what we need to do in order to keep our financial house in good condition and this understanding is what

enables us to present these accomplishments. We really are grateful to all of you.

As most of you know, there will be a changing of the guard in FY2003: Stephen Cirillo will be taking over the reins due to my retirement in March. I am very proud of the many accomplishments that occurred

during my tenure as your Treasurer and Collector and I am most grateful for having had the opportunity to serve. Brookline is a truly wonderful community and I will miss being part of the many good events that are still to occur. To all my friends, associates and supporters, I offer this heartfelt "thank you". I will remember you all.

Retirement

The Brookline Contributory Retirement System (System) administers the defined benefit plan for most Town of Brookline employees, with the exception of teachers and school administrators whose retirement program is administered by the Teachers' Retirement Board. The defined benefit plan, governed by Massachusetts General Laws Chapter 32, provides retirement, disability, survivor, and death benefits to members and their beneficiaries.



Retirement Board

The System has a five member Board who is responsible for ensuring that the system is operating in compliance with M.G.L. Chapter 32. Director of Finance Stephen Cirillo serves on the Board pursuant to an appointment by the Board of Selectman. Brookline Comptroller Judith Haupin serves as the ex-officio member, as required by M.G. L. Chapter 32. Retired Brookline firefighters Joseph P. Duffy and James (Chet) Riley serve as the elected members to the Board. Fred A. Taub, an administrative judge at the State's Department of Industrial Accidents, was chosen by the four Board members to serve as the fifth member. Judge Taub is the chairperson of the Board. The System is funded through members' deductions, investments, and an annual appropriation from the Town and Housing Authority. The Board adopted an

actuarial funding schedule to ensure the financial stability of the retirement system. According to the most recent actuarial report, as of January 1, 2002, the system was 68.4% funded.

As of December 31, 2002, there were 2,258 members, 1,452 active employees, and 806 retired members or their beneficiaries. During 2002, the Board voted to grant 34 superannuation retirement allowances, six accidental disability retirements, and one ordinary disability retirement. The Board also approved 73 refunds and 29 transfers of member accounts.

In the past year, Helen Trahon, Executive Director, and Harvey Beth, the Selectman's appointment to the Board, both retired. Their dedication and commitment to the Town's System will be missed. The current staff is comprised of Frank Zecha, Executive Director; Margaret Cossette, Deputy Director of Finance; and Kate MacGillivray, Administrative Assistant. The staff is responsible for all financial transactions, reporting of investment activity, comprehensive pre- and post-retirement counseling to employees and their families regarding their rights and benefits, issuing monthly pension payroll to retirees and/or their survivors, and other required government reporting.

The System utilizes an investment consulting firm, Meketa Investment Group, to provide investment advice. The Board establishes investment policies, allocates system assets to various investments, and retains managers in each asset class to invest the resources allocated to that type of investment with assistance from Meketa Investment Group. For the year 2002, the value of the fund declined by 7.8%. Despite recent declines, the overall rate of return since 1985 is greater than 9% annually.

TOWN OF BROOKLINE TELEPHONE DIRECTORY

MAIN NUMBER 617-730-2000

EMERGENCY TELEPHONE NUMBERS:

POLICE	911
FIRE	911
HIGHWAY	730-2160
PARKS	730-2167
WATER/SEWER	730-2175
HOME HEATING	730-2300 (weekdays)
	730-2222 (evenings & weekends)

<u>DEPARTMENT</u>	<u>TELEPHONE</u>	<u>FAX</u>
ASSESSORS	730-2060	739-7572
BUILDING	730-2100	739-7542
COMPTROLLER	730-2022	730-2298
COUNCIL ON AGING	730-2111	739-7515
ECONOMIC DEVELOPMENT	730-2468	730-2442
FIRE (office)	730-2272	730-2391
FIRE (non-emergency)	730-2260	
HEALTH	730-2300	730-2296
HUMAN RELATIONS/YOUTH RESOURCES	730-2330	730-2296
INFORMATION SERVICES	730-2003	739-7571
LIBRARY		
MAIN LIBRARY	730-2345	
COOLIDGE CORNER BRANCH	730-2380	
PUTTERHAM BRANCH	730-2385	
ADMINISTRATIVE OFFICE	730-2360	232-7146
PERSONNEL	730-2120	739-7519
PLANNING	730-2130	730-2442
POLICE (non-emergency)	730-2222	730-8454
PRESERVATION COMMISSION	730-2089	739-7542
PUBLIC WORKS		
ADMINISTRATIVE OFFICE	730-2156	730-2258
CEMETERY	730-2179	730-2258
CONSERVATION	730-2088	730-2258
ENGINEERING	730-2139	730-2258
HIGHWAY	730-2156	730-2258
PARK/FORESTRY (non-emergency)	730-2145	730-2167
WATER/SEWER (non-emergency)	730-2170	730-2258
RECYCLING HOT LINE	730-2500	
PURCHASING	730-2195	264-6446
RECREATION		
MAIN OFFICE	730-2069	739-7531
GOLF COURSE	730-2078	
GYM	730-2779	
HIRE ONE	730-2779	
RAFT PROGRAM	739-7578	
SKATING RINK	739-7518	
SWIMMING POOL	730-2778	
RETIREMENT	730-2028	730-2298
SCHOOLS	730-2400	730-2108
SELECTMEN	730-2200	730-2054
TOWN ADMINISTRATOR	730-2211	730-2054
TOWN CLERK	730-2010	730-2298
TOWN COUNSEL	730-2190	730-2054
TRANSPORTATION	730-2177	730-2258
TREASURER	730-2020	730-2298
VETERANS' SERVICES	730-2112	730-2296

Summary

TOWN OF BROOKLINE, MASSACHUSETTS

Settled: 1638**Incorporated: 1705****Population: 53,089****Land Area: 6.81 Square miles**

Government: Representative Town Meeting (240 Elected Town Meeting Members and eight At Large) with five-member Board of Selectmen and Town Administrator

Located four miles from downtown Boston, in Norfolk County. Brookline is one of the largest towns in New England. It is primarily a mature suburban, residential community. The primary occupations of Brookline residents are management and professional, heavily concentrated in the fields of medicine and education.

FY 2003 Assessed Valuation: \$10,512,687,900**FY 2003 Tax Rate:****Residential \$11.21****Commercial \$18.18****Residential Exemption \$127,220****Political**

Total Registered Voters	32,530
Democrats	15,098
Republicans	3,223
Unenrolled	14,044
Libertarian	86
Reform	3
Rainbow Coalition	4
Socialist	4
Green Party of Ma.	67
Conservative	1

Brookline LegislatorsUnited States Senators

Edward M. Kennedy

John F. Kerry

United States Representatives in Congress

Barney Frank

State Senator

Cynthia Creem

State Representatives

Frank Israel Smizik

Jeffrey Sanchez

Michael Rush

Brian Golden

The Town of Brookline is an Affirmative Action/Equal Opportunity employer.

The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities.

The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices.

THIS BOOK IS FOR USE IN
THE LIBRARY BUILDING ONLY

COOLIDGE CORNER BRANCH
BROOKLINE PUBLIC LIBRARY
31 Pleasant Street
Brookline, MA 02446

COOLIDGE CORNER BRANCH
BROOKLINE PUBLIC LIBRARY
31 Pleasant Street
Brookline, MA 02446



TOWN OF BROOKLINE, MASSACHUSETTS

***REPORT ON EXAMINATION OF
BASIC FINANCIAL STATEMENTS***

FISCAL YEAR ENDED JUNE 30, 2002

TOWN OF BROOKLINE, MASSACHUSETTS

REPORT ON EXAMINATION OF BASIC FINANCIAL STATEMENTS

JUNE 30, 2002

TABLE OF CONTENTS

Letter of Transmittal.....	1
Organizational Charts	7
Independent Auditors' Report.....	9
Management's Discussion and Analysis	11
Basic Financial Statements	18
Statement of Net Assets	20
Statement of Activities	21
Governmental funds – balance sheet	23
Governmental funds – statement of revenues, expenditures and changes in fund balances	24
Reconciliation of the governmental funds balance sheet total fund balances to the statement of net assets	25
Reconciliation of the statement of revenues, expenditures, and changes in fund balances of governmental funds to the statement of activities.....	26
General fund – statement of revenues, expenditures and changes in fund balance – budget and actual.....	27
Proprietary funds – statement of net assets	28
Proprietary funds – statement of revenues, expenses and changes in fund net assets	29
Proprietary funds – statement of cash flows	30
Fiduciary funds – statement of fiduciary net assets.....	31
Fiduciary funds – statement of changes in fiduciary net assets	32
Notes to basic financial statements	33



TOWN of BROOKLINE

Massachusetts

BOARD OF SELECTMEN

DEBORAH B. GOLDBERG, CHAIRMAN
DONNA R. KALIKOW
JOSEPH T. GELLER
GILBERT R. HOY, JR.
ROBERT L. ALLEN, JR.

RICHARD J. KELLIHER
Town Administrator

333 WASHINGTON STREET
BROOKLINE, MASSACHUSETTS 02445
TEL: (617) 730-2200
FAX: (617) 730-2054
www.townofbrookline.mass.gov

Letter of Transmittal

March 3, 2003

To the Honorable Members of the Board of Selectmen and Citizens of the Town of Brookline:

State and Federal regulations require the Town of Brookline to publish at the end of each fiscal year a complete set of financial statements in conformity with accounting principals generally accepted in the United States of America (GAAP) that are audited in accordance with generally accepted auditing standards (GAAS) by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the Annual Report on the Examination of the Basic Financial Statements of the Town of Brookline, Massachusetts, for the fiscal year ending June 30, 2002 for your review.

This report consists of management's representations concerning the finances of the Town of Brookline. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the Town of Brookline has established a comprehensive internal control framework that is designed both to protect the government's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Town of Brookline's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the Town of Brookline's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Town of Brookline's financial statements have been audited by Powers & Sullivan, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Brookline for the fiscal year ended June 30, 2002, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principals used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion the Town of Brookline's financial statements for the fiscal year ended June 30, 2002, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Brookline was part of a broader, federally mandated "Single Audit" designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available in the Town of Brookline's separately issued Reports on Federal Award Programs also known as the Single Audit Report.

GAAP require that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to compliment MD&A and should be read in conjunction with it. The Town of Brookline's MD&A can be found immediately following the report of the independent auditors.

Profile of the Government

The Town of Brookline was founded in 1630 and incorporated in 1705. It is located in Norfolk County and borders on Boston to the east, north and south, and Newton to the west. It is approximately 6.8 square miles in area and, according to the 2000 federal census, has a population of 57,107 persons.

Municipal Services

The Town provides general governmental services within its boundaries including:

- public education in grades kindergarten through twelve to over 6,000 students
- police and fire protection including building inspection and animal control services
- highway and roadway maintenance including snow and ice control as well as traffic control
- street and sidewalk maintenance
- water and sewer services
- refuse collection services
- parks and recreational services including a golf course and a swimming pool
- library services
- senior citizen services and programs including a newly constructed senior center building

Governing Bodies and Officers

The Town operates under a Board of Selectmen/Town Meeting form of government. Local legislative decisions are made by a representative town meeting consisting of 251 members and implemented by a five-member Board of Selectmen. Day-to-day administrative authority is vested in the Town Administrator who is appointed by the Board of Selectmen. The Town Administrator is the chief operating officer and is responsible for the supervision and the administration of all municipal departments except for the School Department.

A nine person elected school committee is responsible for the administration of all local school affairs. There is also a nine member elected Board of Library Trustees

A three person Board of Assessors, who are appointed by the Board of selectmen, are responsible for the assessment of local property taxes.

Financial and Management Systems

The Town annually prepares and updates a five-year financial forecast and five-year capital improvement plan. The Town annually prepares and presents an annual operating budget. These documents are prepared by the Town Administrator's office in conjunction with the Finance Department and submitted to the Board of Selectmen for adoption. The Board of Selectmen annually establishes financial policies that guide the preparation of the capital and operating budget plan.

The five-year forecast, submitted in the fall of each year, is a comprehensive review of economic trends on a local, regional and national basis; projects and analyzes major municipal fund projections based upon service program assumptions. Based upon these projections and analyses, the forecast establishes a focal point each fall for the Board of Selectmen to establish a series of revenue and expenditure policies which guide in the formation of the capital and operating budget.

The five-year capital improvement plan, submitted in the fall of each year as well, comprehensively identifies municipal infrastructure and improvement needs by detailing on a project basis, project description, cost, potential source(s) of funding, priority need, impact upon the operating budget and ongoing capital maintenance costs. After public and Commission/Committee hearings, the Board of Selectmen adopts an annual funding strategy. The annual update allows decision makers and voters the opportunity to regularly analyze and decide upon priority project funding.

The annual operating budget submitted in the fall of each year, follows a program management format which details source and use recommendations for all funds, details departmental missions, goals, objectives and annual work plans and details performance measurement and financial management criteria for each budget cycle. The budget maintains consistency with the Selectmen's financial management standards and policies. The

budget funding sources include the general fund, comprised of revenues from the property tax, auto and hotel tax, user fee receipts, grants in aid, trust income and miscellaneous program income; and the enterprise funds for the water and sewer operations and the golf course. These latter funds are intended to be self-supporting through user-based charges.

Principal Executive Officers

<u>Office</u>	<u>Name</u>	<u>Term</u>	<u>Term Exp.</u>
Town Administrator	Richard J. Kelliher	Appointed - 3 years	2003
Deputy Town Administrator	Stephen E. Cirillo	Appointed - 1 year	2003
Assistant Town Administrator	Sean R. Cronin	Appointed - 1 year	2003
Finance Director and Treasurer	Harvey J. Beth	Appointed - 1 year	2003
Town Comptroller	Judith Ann Haupin	Appointed - 1 year	2003
Town Clerk	Patrick J. Ward	Elected - 3 years	2003
Town Counsel	David Lee Turner	Appointed - 3 years	2003

Factors Affecting Financial Condition

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the Town of Brookline operates.

Tax Base/Local economy.

Brookline is bordered by the City of Boston. It has both urban and suburban features and is characterized by comparatively high property values. Almost 70% of the general fund revenues are financed by the annual taxes on property. The remaining revenues come from locally derived receipts (approximately 11%), State aid (approximately 10%), transfers from other non-general funds (approximately 5%) and other available funds (approximately 3% to 4%).

Residential property comprises 90.9% of the full and fair value of the property in Brookline and they are responsible for 84.1% of the taxes. The Town has been adopting the tax classification authorization that permits it to set two separate tax rates. The current tax rates are:

Residential	\$ 11.21 per thousand
Commercial	\$ 18.18 per thousand

A combination of significant new development and a strong real estate market has contributed to a steadily growing tax base. The tax base (current market valuation of \$10.5 billion) has increased a significant 75.4% since 1998 reflecting strong development and real estate appreciation. The town's tax base is now among the five largest in Massachusetts. Building permit activity continues at a strong pace, having averaged approximately \$27.1 million annually over the past five years. Per capita market value of \$184,088 is also among the highest in the state as are the per capita personal income levels which are at \$44,327 according to the 2000 census.

Long-term financial planning. The Town of Brookline has identified approximately \$74 million in capital improvements needed over the next 5 years. \$8.9 million of this amount is for the mandatory capping of the former landfill site. \$9.5 million is related to the Beacon street reconstruction project and is offset by an anticipated State grant of approximately \$6.9.

Approximately \$4.7 million of the plan relates to work required to upgrade and maintain our waste water system. This will be borne by the water and sewer rates rather than the tax levy.

About \$8.4 million relates to anticipated school projects. This is a relative lower sum of money than has been expended over the past 6 to 7 years. That reflects a very different environment than in the past when School facilities had been neglected and allowed to deteriorate.

One additional major project on the CIP for the next five years is a major Town Hall renovation. This is estimated to cost \$8.3 million.

The balance of \$27.3 million represents various general fund obligations.

On the Town's operating side, the current state fiscal problems will likely impact the delivery of Town services. State aid will undoubtedly be reduced in the next several years. This will leave the Town in a position of having to rely increasingly on local revenues to cover the increasing cost of providing services and replace the revenue lost from the state. The Town will have to continue to review all current and potential sources of revenue and seek ways to consolidation or find optional ways to continue to deliver a high level of services at lower costs.

The Town continues to manage its financial affairs in prudent manner. It has maintained its Aaa bond rating even with the fiscal crisis our State is currently experiencing. It has been able to do so by incorporating long range planning tools such as a five-year forecast, a five-year Capital Improvement Program; establishing rainy day accounts and budgeting stabilization reserves; prioritizing spending plans and identifying discretionary spending; pay-as-you-go financing strategies; long-term planning for all liabilities including pension and insurance reserves, and investing in technology to make our operations more efficient.

Brookline has also enhanced its revenue flexibility by establishing enterprise funds for certain operations. This has allowed the Town to shift one hundred percent of the operating cost and capital improvements to the users of certain services so that little or no tax support goes towards providing these services. This includes the water, sewer and municipal golf course operations. By doing so the Town is able to provide the maximum tax dollars available to all other services.

Cash management policies and practices. The Town of Brookline issues property tax bills four times a year and derives approximately 70% of its annual revenue from this source. These quarterly billings result in a reasonably steady cash flow through out the year. Every effort is made to put any reserve funds to work. This has become more challenging of late due to the historically low rate of return for most traditional investment vehicles. For example, Certificates of Deposit, once an option for surplus operational funds, no longer make sense when fully liquid money market funds have a higher return. Nevertheless, the Town's investment policy remains conservative with particular attention to the constraints of safety and liquidity while attempting to secure the highest yield available with those constraints.

On a daily basis, the treasurer automatically transfers excess funds out of all depository accounts (9) into a collateralized repurchase account with the same depository bank. Frequently (depending on level of receipts) this money is transferred into our account at the Massachusetts Municipal Depository Trust (MMDT) that has offered a higher rate of return over the past year. This is the State Treasurer's pool of invested funds managed currently by Fidelity Investments. The Trust's investment policy requires that these funds be invested in short term fixed income securities (both government and corporate) with maturities not to exceed 90 days. Our funds in this account are entirely liquid.

The Town operates on an aggregate cash basis and invests in the same fashion. Some surplus money, primarily associated with funds outside of the general fund, represent fund reserves that will not be spent in the immediate future. Some of these funds have been used to purchase various obligations of the U.S. Treasury, short-term commercial paper, and corporate bonds. The maturities of these investments range from 90 days to 6 years with an average maturity of 3.2 years.

Finally, a significant portion of the Town's non-expendable trust funds are currently managed by a professional and nationally recognized investment management firm. Each of these funds has a distinct purpose and, therefore, the mix of holdings in cash, fixed income securities, and equities will vary by fund. The amount of annual income desired and the timing of disbursements generally govern the mix.

In a year when money market deposits are yielding in the 1.5 percent range, the bond funds and U.S. Treasury and corporate debt obligations have returned or promise future yields as follows:

Short term U.S. Treasury bond fund	3.1 percent annualized
U.S. Treasuries average current yield	5.8 percent
Corporate bonds average current yield	6.3 percent

In addition to the investment income from the fixed investments, there is appreciation (or depreciation) in their market value as market conditions change. This year, to date, over 92% of the individual securities purchased have appreciated since purchased. There is no guarantee, however, that this trend will continue. Nor can it be determined with certainty that these securities will or will not be held to maturity.

Risk Management. The Town of Brookline manages its risk through a combination of self-insured programs and premium based coverage with commercial insurance carriers. Workers compensation, unemployment and municipal building activities are self-insured while exposures to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters are covered through policies purchased from commercial carriers. Various control techniques including employee accident prevention training have been performed to minimize accident-related losses. Worker's compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. Third-party coverage is maintained for individual workers' compensation claims in excess of \$100,000. In addition the Town administers an insurance reserve fund to help offset the annual cost of its risk management program. Additional information on the Town of Brookline's risk management activity can be found in the notes to the financial statements.

Pension and other post employment benefits. The Town of Brookline contributes to the Brookline Contributory Retirement System, a cost sharing, multiple-employer defined benefit pension plan administered by the Brookline Contributory Retirement board. Substantially all Town employees are members of the System, with the exception of public school teachers and certain school administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Each year, an independent actuary engaged by the pension plan calculates the amount of the annual contribution that the Town of Brookline must make to the pension plan to ensure that the plan will be able to fully meet its obligations to retired employees on a timely basis. As a requirement by law, the Town of Brookline fully funds each year's annual required contribution to the pension plan as determined by the actuary. The System has succeeded in funding 64.8% of the present value of the projected benefits earned by employees. The remaining unfunded liability is being systematically funded over 21 years as part of the annual required contribution calculated by the actuary.

The Town of Brookline also provides postretirement health care benefits for certain retirees and their dependents. There were 1257 retired employees and/or spouses receiving these benefits, which are financed on a pay-as-you-go basis. GAAP do not require governments to report a liability in the financial statements in connection with an employer's obligation to provide these benefits.

Additional information on the Town of Brookline's pension and post employment benefits can be found in the notes to the financial statements.

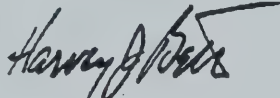
Acknowledgements.

The preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the town administrator and finance departments. We would like to express our appreciation to all the members of the department who assisted and contributed to the preparation of this report. Credit should also be given to the Board of Selectmen for their unfailing support for maintaining the highest standards of professionalism in the management of the Town of Brookline's finances.

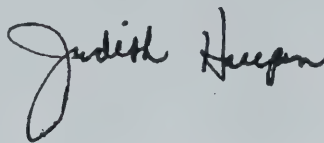
Respectfully submitted,



Richard J. Kelliher
Town Administrator

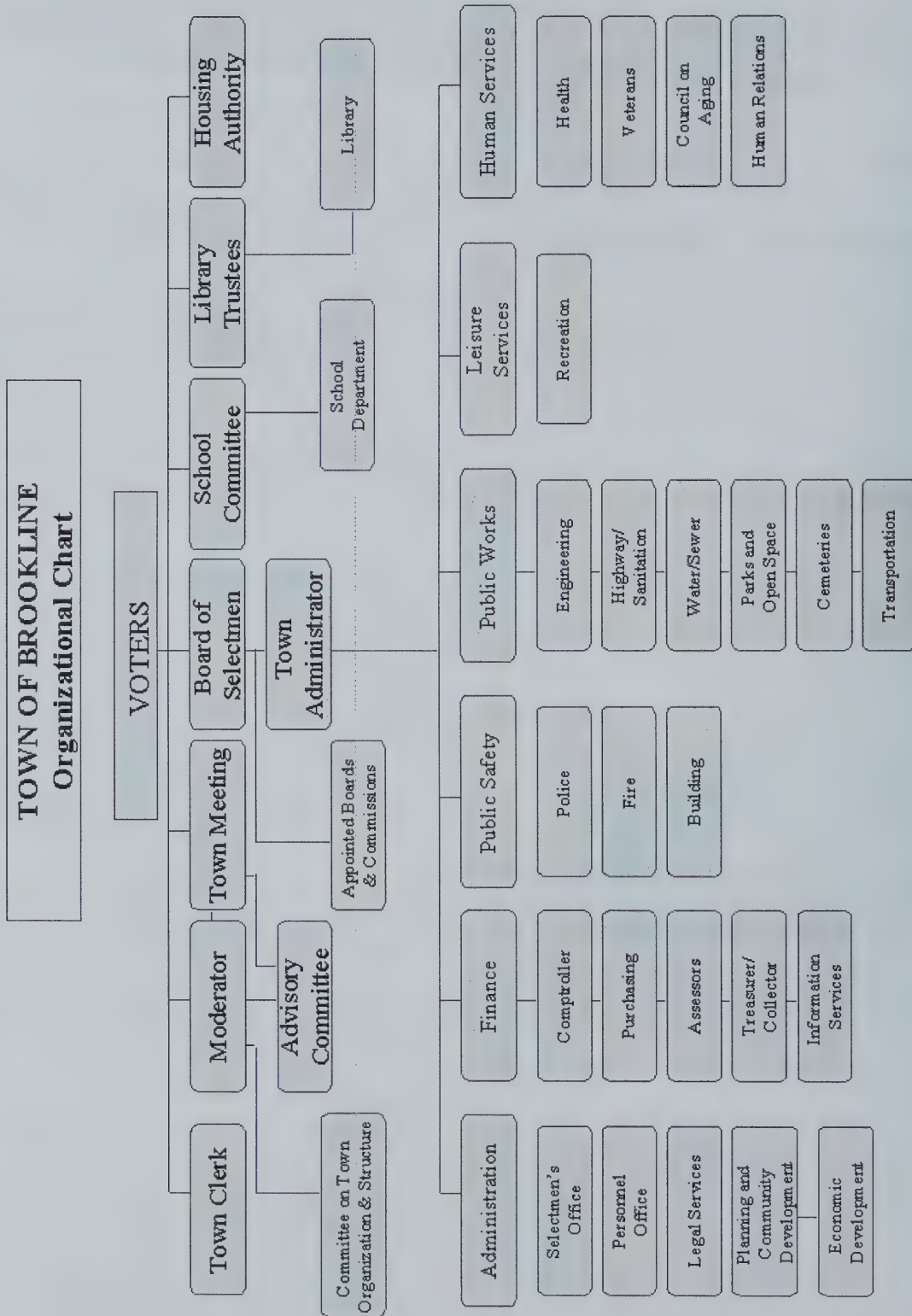


Harvey J. Beth
Finance Director



Judith A. Haupin
Town Comptroller

Organizational Charts



BOARDS/COMMISSIONS APPOINTED BY THE BOARD OF SELECTMEN

Planning/ Development	Administration and Finance	Public Works	Cultural/ Leisure Services	Human Services
Board of Appeals	Board of Assessors	Conservation Commission	Brookline Access Television	Advisory Council on Public Health
Board of Examiners	Personnel Board	Solid Waste Advisory Board	Celebrations Committee	Cable TV Monitoring Committee
Building Commission	Registrars of Voters	Transportation Board	Council for the Arts and Humanities	Commission for the Disabled
Economic Develop. Advisory Board	Retirement Board	Tree Planting Committee	Park and Recreation Commission	Commission for Women
Housing Advisory Board		Trustees of Walnut Hills Cemetery		Council on Aging
Planning Board				Holocaust Memorial Committee
Preservation Commission				Human Relations Youth Resources



323 New Boston Street

Woburn, MA 01801

T 781 937 9322

F 781 937 9474

www.powersandsullivan.com

Independent Auditors' Report

 RAN ONE | member

To the Honorable Board of Selectmen
Town of Brookline, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brookline, Massachusetts, as of and for the fiscal year ended June 30, 2002 (except for the Brookline Contributory Retirement System which is as of and for the year ended December 31, 2001), which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Brookline, Massachusetts' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

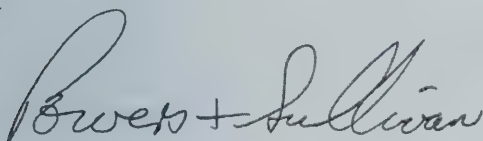
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brookline, Massachusetts, as of June 30, 2002 (except for the Brookline Contributory Retirement System which is as of December 31, 2001), and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

As more fully described in Note 14, the Town has implemented several Governmental Accounting Standards Board Statements, which changed the beginning fund equity position of several funds and established net assets for governmental activities and business-type activities.

In accordance with Government Auditing Standards, we have also issued our report dated November 6, 2002, on our consideration of the Town of Brookline, Massachusetts' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Management's discussion and analysis, located on the following pages, are not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

A handwritten signature in cursive script that reads "Powers + Sullivan". The signature is written in dark ink and is positioned above the date.

November 6, 2002

Management's Discussion and Analysis

Management's Discussion and Analysis

As management of the Town of Brookline, Massachusetts, we offer readers of the Town of Brookline financial statements this narrative overview and analysis of the financial activities of the Town of Brookline for the fiscal year ended June 30, 2002. The Town must comply with new financial reporting requirements issued under Governmental Accounting Standards Board Statement #34, Basic Financial Statement – and Management's Discussion and Analysis – for State and Local Governments, for the fiscal year ending June 30, 2002. Management's discussion and analysis are part of the new requirements.

The Governmental Accounting Standards Board (GASB) is the authoritative standards setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principals (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establishing consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislator and others) can assess the financial condition of one government compared to others.

Government must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditor's opinion. If the Town of Brookline financial statements have significant departures from GAAP the independent auditor's may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. If the Town of Brookline did not comply with GASB statement number 34 we would most likely receive a disclaimer of opinion. The Town of Brookline has enjoyed an unqualified opinion on its financial statements since the fiscal year ended June 30, 1995 and remains one of only a few communities within the Commonwealth with an unqualified opinion.

Financial Highlights

- ❖ The assets of the Town of Brookline exceeded its liabilities at the close of business of the most recent fiscal year by \$109.1 million.
- ❖ As of June 30, 2002 Brookline's governmental funds reported combined ending fund balances of \$44.4 million, a decrease of \$5.5 million from the previous year. Activities in the capital project funds, the special revenue funds and the permanent funds resulted in a reduction in fund balance of \$ 6.8 million, due principally to several significant capital projects' construction costs. The general fund operations resulted in a \$ 1.3 million increase in fund balance or approximately 1% of the general fund revenue originally budgeted.
- ❖ At the end of the current year, unreserved fund balance for the general fund was \$ 13.9 million or 9.7% of the fiscal 2002 actual general fund expenditures.
- ❖ Brookline's debt decreased by \$ 621,518 during the year. This is a direct result of efforts made to reduce our commitment to debt service to bring us in line with our capital financing policies as described in the Town's annual financial plan and capital improvement project budget.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Town of Brookline's basic financial statements. These basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net assets* presents information on all assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this

statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, education, public works, human services, community development, culture and recreation, pension benefits, property and liability insurance, employee benefits, claims and judgments, interest and state and county charges. The business-type activities include water, sewer and golf activities.

The government-wide financial statements include not only the Town of Brookline itself (known as the *primary government*), but also a legally separate public employee retirement system for which the Town of Brookline is financially accountable. Financial information for this *component unit* is reported separately within the fiduciary fund statements.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town of Brookline adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Proprietary funds. The Town maintains two types of propriety funds.

Enterprise funds are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The Town uses enterprise funds to account for its water, sewer and golf activities.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for health insurance activities, workers' compensation benefits and municipal insurance. Because these services predominately benefit governmental rather than business-type functions, they have been included within *governmental activities* in the government-wide financial statements.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for propriety funds.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the progress in funding its obligation to provide pension benefits to its employees.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. Assets exceeded liabilities by \$109,077,008 at the close of FY2002.

Net assets of \$52,017,529 (48%) reflect the Town's investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

\$6,440,278 (6% of the net assets) represents resources that are subject to external restrictions on expenditures. The remaining balance of *unrestricted net assets* of \$50,619,201 (46%) may be used to meet the government's ongoing obligations to citizens and creditors.

At this point it is important to note that in accordance with the requirements of Massachusetts finance laws and regulations, all of the unrestricted net assets are required to be reserved for designated purposes except for \$6,317,277, which is the amount classified as "available funds" (also known as "free cash") by the Massachusetts Department of Revenue's Division of Local Services on January 16, 2003. The remaining unrestricted net assets of \$ 44.3 million are either already committed for expenditure or required to be retained for other purposes.

Town of Brookline – Net Assets

	Governmental Activities	Business-type Activities	Total
Assets:			
Current assets.....	\$ 129,982,427	\$ 7,864,555	\$ 137,846,982
Capital assets.....	80,465,692	35,530,039	115,995,731
Total assets.....	210,448,119	43,394,594	253,842,713
Liabilities:			
Current Liabilities (excluding debt)...	\$ 14,024,438	\$ 392,987	\$ 14,417,425
Noncurrent liabilities (excluding debt)	13,295,464	114,780	13,410,244
Current debt.....	26,302,000	2,060,518	28,362,518
Noncurrent debt.....	69,269,000	19,306,518	88,575,518
Total liabilities.....	122,890,902	21,874,803	144,765,705
Net Assets:			
Capital assets net of related debt...	\$ 37,854,526	14,163,003	\$ 52,017,529
Restricted.....	6,440,278	-	6,440,278
Unrestricted.....	43,262,413	7,356,788	50,619,201
Total net assets.....	87,557,217	21,519,791	109,077,008

At the end of the current fiscal year, the Town is able to report positive balances in all three categories of net assets, both for the government as a whole, as well as for its separate governmental and business-type activities.

Brookline's Town-Wide net assets increased by \$ 5.0 million during the fiscal year. Substantially all of the increase resulted from increases in ongoing revenues from property tax growth, motor vehicle excises, other

departmental revenues and gifts that exceeded the increases on related ongoing expenses from Brookline's activities and expenditures.

Governmental activities. Governmental activities increased the Town's net assets by \$3.75 million, thereby accounting for 75% of the total growth in Fiscal 2002. Key elements of the total increases are as follows:

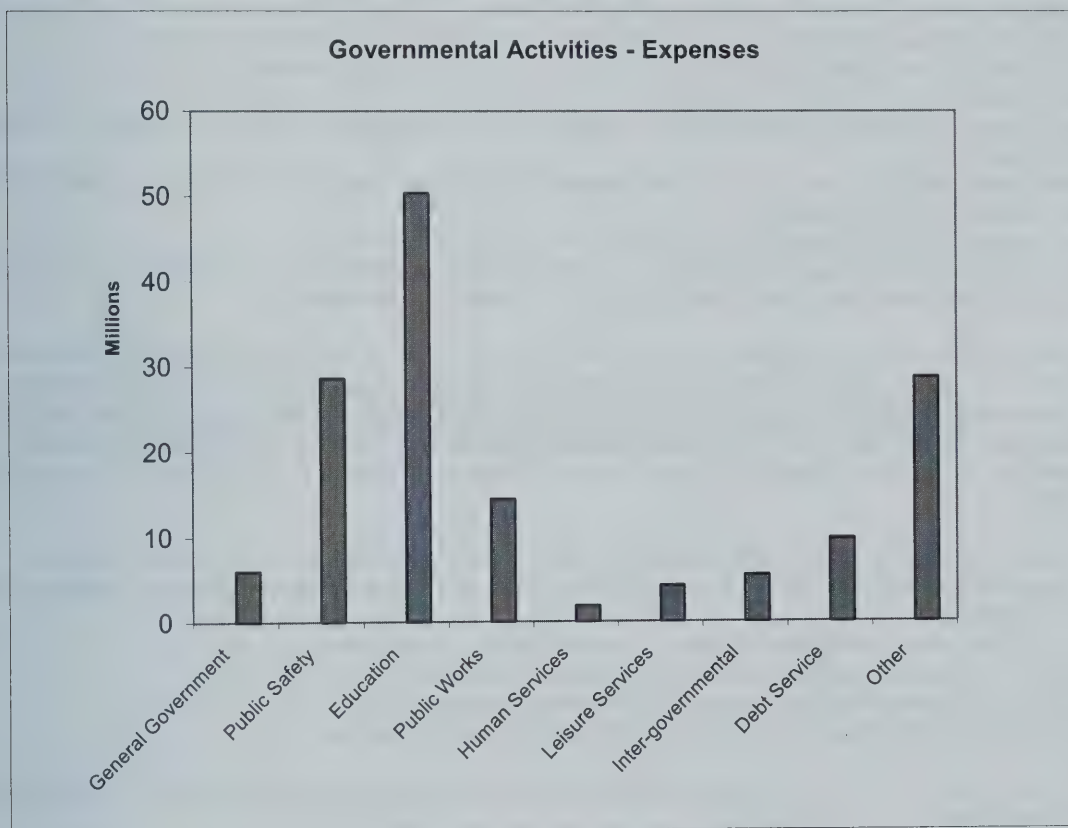
	Governmental Activities	Business - type Activities	Total
Program revenue:			
Charges for services.....	\$ 20,640,992	\$ 19,889,163	\$ 40,530,155
Operating grants and contributions.....	23,880,320	29,858	22,059,705
Capital grants and contributions.....	2,995,795	-	4,846,268
General Revenue:			
Real Estate and personal property taxes...	104,208,826	-	104,208,826
Motor vehicle and other excise taxes.....	5,524,621	-	5,524,621
Nonrestricted grants.....	9,096,592	-	9,096,592
Unrestricted investment income.....	2,045,468	-	2,045,468
Other revenues.....	2,387,191	-	2,387,191
Total revenue.....	170,779,805	19,919,021	190,698,826
Expenses:			
General Government.....	(5,993,365)	-	(5,993,365)
Public Safety.....	(34,505,875)	-	(34,505,875)
Education.....	(56,322,301)	-	(56,322,301)
Public Works.....	(16,127,175)	-	(16,127,175)
Community and Economic Development....	(1,815,790)	-	(1,815,790)
Human Services.....	(2,107,699)	-	(2,107,699)
Leisure Services.....	(11,336,917)	-	(11,336,917)
Pension benefits.....	(14,453,126)	-	(14,453,126)
Property and liability insurance.....	(944,000)	-	(944,000)
Employee benefits.....	(15,675,354)	-	(15,675,354)
Interest.....	(4,214,697)	-	(4,214,697)
State and county charges.....	(5,741,060)	-	(5,741,060)
Golf	-	(864,689)	(864,689)
Water and sewer.....	-	(15,578,481)	(15,578,481)
Total expenses.....	(169,237,359)	(16,443,170)	(185,680,529)
Transfers.....	2,209,240	(2,209,240)	-
Change in net assets.....	\$ 3,751,686	\$ 1,266,611	\$ 5,018,297

Net assets from the Town's governmental activities increased by over \$ 3.75 million during fiscal 2002. Since this is the first year of reporting this information under GASB #34, it is difficult to provide detailed comparative information. The books, with the minimal exception of fund equities as best described in Note 14 to the basic financial statements have not been restated to provide meaningful comparative data.

A large number of factors contributed to the change in net assets within the governmental activities category. Some of the major items are:

- ❖ A 3.7% increase in property tax revenue- 2.5% from recurring Proposition 2 ½ permitted increases and 1.2% from new additions to the tax rolls.

- ❖ A \$1.25 million reduction in the estimated long-term liabilities for workers compensation due to recent settlements and the death of one individual.
- ❖ \$ 3.0 million in grants related to new capital projects.
- ❖ The appropriation of a significant portion of the capital improvement plan from tax or revenue financial resources in advance of the related expenditures. This has the impact of recognizing revenues before the related expenses are realized, resulting in a rise in net assets for a limited number of years.
- ❖ A reduction in net assets of \$ 3.26 million resulted from the anticipated increase in costs related to the mandatory closing and capping of the former landfill site.
- ❖ Finally a significant impact in net assets results from the new accounting requirement for depreciation of fixed assets, which is much larger than the previously reported debt service principal costs.



General Fund Budgetary Highlights

There was very little change between the original budget and the final amended \$155,000,000 budget. The budgetary results mirrored the fund based results. The Town has elected to carryforward encumbrances and appropriations of \$14,035,659.

Business-type Activities. Business-type contributed \$1,226,611 in increased net assets for the year. Most of this increase, approximately \$1.21 million, resulted from a favorable return from the newly created water and sewer enterprise operation. The remaining \$56,000 increase came from the Putterham Golf Enterprises operations.

Capital Asset and Debt Administration

Capital Assets. The Town of Brookline's investment in capital assets for its governmental and business type activities as of June 30, 2002 amount to \$115,995,731 (net of depreciation). This investment in capital assets includes land, buildings, improvements to land and buildings, machinery and equipment, vehicles, roads, sidewalks, bridges and water and sewer lines.

The total increase in the Town of Brookline's investment in capital assets for the current year was \$20,311,180, including \$17,269,235 for governmental activities, representing an 8% increase in gross assets) and \$3,041,945 for business-type activities, representing a 6% increase in gross assets. The Town's major capital projects relate to two school renovations and renovation of the Town's Main Library.

Major Capital asset events during the current fiscal year included the following:

- ❖ Over \$400,000 was spent on the remodeling of the Edith C. Baker School, a project begun in 1999 with an estimated cost of \$10,700,000 upon completion.
- ❖ Over \$270,000 was spent on the remodeling of the Eliot Recreation Center, a project begun in 1998 with an estimated cost of \$300,000.
- ❖ Over \$530,000 was spent on the remodeling of the Lawrence School, a project begun in 1999 with an estimated cost of \$10,700,000 upon completion.
- ❖ Over \$7,100,000 was spent on the remodeling of the Main Library on Washington Street.
- ❖ Over \$1,900,000 was spent on parks, recreation and playground improvements and pathway reconstruction.
- ❖ Over \$2 million was spent on water, sewer, wastewater system and surface drainage system construction and replacement.
- ❖ Approximately \$900,000 was spent on improvements to the Putterham Golf facility, including \$623,000 in improvements to the Clubhouse.
- ❖ Approximately \$2,900,000 was spent on streets and roads improvements
- ❖ Rolling stock additions of approximately \$1,300,000, including approximately \$350,000 in police vehicles and related equipment and approximately \$650,000 for public works vehicles

Long term Debt. At the end of the current fiscal year, the Town of Brookline had total bonded debt outstanding of \$116,938,036. The entire amount is classified as general obligation debt and is backed by the full faith and credit of the government. Of this amount, \$20,500,000 is in short term notes, and the remaining \$96,438,036 is in outstanding long-term debt. The Town has no revenue bonds outstanding, which are bonds secured solely by specified revenue sources. During fiscal 2002, the Town retired long term debt of \$7,528,518 and short term debt of \$10,500,000.

During fiscal 2002, the Town of Brookline issued \$6,907,000 for general obligation bonds to finance several capital improvements and \$20,500,000 in Bond Anticipation Notes to finance school construction. Included in this issue were the following:

- ❖ \$3,727,000 in general obligation bonds for the Public Safety Headquarters.
- ❖ \$2,000,000 in general obligation bonds for sewer main reconstruction.
- ❖ \$300,000 in general obligation bonds for water meter replacement.
- ❖ \$880,000 in general obligation bonds for Putterham Golf improvements.

The enterprise funds have \$21,367,036 in outstanding bonds that is fully supported by the rates and do not rely on a general fund subsidy.

Requests for Information

This financial report is designed to provide a general overview of the Town of Brookline's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Comptroller at Brookline Town Hall, 333 Washington Street, Brookline, Massachusetts 02146.

You are also invited to visit our website at <http://www.town.brookline.ma.us/> .

Basic Financial Statements

This page intentionally left blank.

STATEMENT OF NET ASSETS

JUNE 30, 2002

	<i>Primary Government</i>		
	Governmental Activities	Business-type Activities	Total
ASSETS			
CURRENT:			
Cash and short-term investments.....	\$ 74,529,807	\$ 3,413,598	\$ 77,943,405
Investments.....	2,853,537	-	2,853,537
Receivables, net of allowance for uncollectibles:			
Real estate and personal property taxes.....	970,706	-	970,706
Tax liens.....	335,707	-	335,707
Motor vehicle excise taxes.....	318,009	-	318,009
User fees.....	159,168	-	159,168
Water and sewer fees.....	-	4,950,957	4,950,957
Departmental and other.....	1,039,254	-	1,039,254
Intergovernmental.....	47,333,931	-	47,333,931
Loans.....	659,904	-	659,904
Tax foreclosures.....	49,839	-	49,839
Internal balances.....	500,000	(500,000)	-
Other assets.....	1,232,565	-	1,232,565
NONCURRENT:			
Capital assets, net of accumulated depreciation.....	80,465,692	35,530,039	115,995,731
TOTAL ASSETS.....	210,448,119	43,394,594	253,842,713
LIABILITIES			
CURRENT:			
Warrants payable.....	3,163,469	9,827	3,173,296
Accrued liabilities.....	2,797,371	32,498	2,829,869
Health claims payable.....	1,672,989	-	1,672,989
Tax refunds payable.....	1,100,000	-	1,100,000
Accrued interest.....	939,310	223,759	1,163,069
Other liabilities.....	809,131	-	809,131
Customer deposits payable.....	126,490	-	126,490
Compensated absences.....	2,247,678	126,903	2,374,581
Workers' compensation.....	1,168,000	-	1,168,000
Bonds and notes payable.....	26,302,000	2,060,518	28,362,518
NONCURRENT:			
Landfill closure.....	8,890,000	-	8,890,000
Compensated absences.....	3,278,464	114,780	3,393,244
Workers' compensation.....	1,127,000	-	1,127,000
Bonds and notes payable.....	69,269,000	19,306,518	88,575,518
TOTAL LIABILITIES.....	122,890,902	21,874,803	144,765,705
NET ASSETS			
Invested in capital assets, net of related debt.....	37,854,526	14,163,003	52,017,529
Restricted for:			
Capital projects.....	1,780,530	-	1,780,530
Loans.....	659,904	-	659,904
Permanent funds:			
Expendable.....	3,193,064	-	3,193,064
Nonexpendable.....	806,780	-	806,780
Unrestricted.....	43,262,413	7,356,788	50,619,201
TOTAL NET ASSETS.....	\$ 87,557,217	\$ 21,519,791	\$ 109,077,008

See notes to basic financial statements.

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2002

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
<i>Governmental Activities:</i>					
General government.....	\$ 5,993,365	\$ 2,871,327	\$ 169,724	\$ -	\$ (2,952,314)
Public safety.....	34,505,875	5,818,850	270,582	-	(28,416,443)
Education.....	56,322,301	4,292,410	12,216,180	-	(39,813,711)
Public works.....	16,127,175	2,567,521	304,773	446,973	(12,807,908)
Community and economic development....	1,815,790	-	1,718,421	-	(97,369)
Human services.....	2,107,699	82,075	861,940	-	(1,163,684)
Leisure services.....	11,336,917	1,073,275	116,227	2,548,822	(7,598,593)
Pension benefits.....	14,453,126	-	6,372,000	-	(8,081,126)
Property and liability insurance.....	944,000	525,000	-	-	(419,000)
Fringe benefits.....	15,675,354	3,410,534	-	-	(12,264,820)
Interest.....	4,214,697	-	1,850,473	-	(2,364,224)
State and county charges.....	5,741,060	-	-	-	(5,741,060)
Total Governmental Activities.....	169,237,359	20,640,992	23,880,320	2,995,795	(121,720,252)
<i>Business-Type Activities:</i>					
Golf.....	864,689	1,205,364	-	-	340,675
Water and sewer.....	15,578,481	18,683,799	29,858	-	3,135,176
Total Business-Type Activities.....	16,443,170	19,889,163	29,858	-	3,475,851
Total Primary Government.....	\$ 185,680,529	\$ 40,530,155	\$ 23,910,178	\$ 2,995,795	\$ (118,244,401)

See notes to basic financial statements.

(Continued)

STATEMENT OF ACTIVITIES (Continued)

FISCAL YEAR ENDED JUNE 30, 2002

	Primary Government		
	Governmental Activities	Business-Type Activities	Total
Changes in net assets:			
Net (expense) revenue from previous page.....	\$ (121,720,252)	\$ 3,475,851	\$ (118,244,401)
<i>General revenues:</i>			
Real estate and personal property taxes, net of tax refunds payable.....	104,208,826	-	104,208,826
Motor vehicle and other excise taxes.....	5,524,621	-	5,524,621
Payments in lieu of taxes.....	1,715,102	-	1,715,102
Grants and contributions not restricted to specific programs.....	9,096,592	-	9,096,592
Unrestricted investment income.....	2,045,468	-	2,045,468
Miscellaneous.....	672,089	-	672,089
Transfers, net	2,209,240	(2,209,240)	-
Total general revenues and transfers.....	125,471,938	(2,209,240)	123,262,698
Change in net assets.....	3,751,686	1,266,611	5,018,297
<i>Net Assets:</i>			
Beginning of year.....	83,805,531	20,253,180	104,058,711
End of year.....	\$ 87,557,217	\$ 21,519,791	\$ 109,077,008

(Concluded)

**GOVERNMENTAL FUNDS
BALANCE SHEET**

JUNE 30, 2002

		Lawrence School & Longwood Playground Renovations	Baker School Renovations	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS	General				
Cash and short-term investments.....	\$ 39,856,737	\$ 9,111,565	\$ 382,377	\$ 19,443,194	\$ 68,793,873
Investments.....	-	-	-	2,853,537	2,853,537
Receivables, net of uncollectibles:					
Real estate and personal property taxes.....	970,706	-	-	-	970,706
Tax liens.....	335,707	-	-	-	335,707
Motor vehicle excise taxes.....	318,009	-	-	-	318,009
User fees.....	159,168	-	-	-	159,168
Departmental and other.....	791,457	-	-	247,797	1,039,254
Intergovernmental.....	43,849,750	-	-	3,484,181	47,333,931
Loans.....	-	-	-	659,904	659,904
Due from other funds.....	500,000	-	-	-	500,000
Tax foreclosures.....	49,839	-	-	-	49,839
Other assets.....	357,065	-	-	-	357,065
TOTAL ASSETS.....	\$ 87,188,438	\$ 9,111,565	\$ 382,377	\$ 26,688,613	\$ 123,370,993
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Warrants payable.....	\$ 1,237,528	\$ 366,659	\$ 17,199	\$ 1,533,251	\$ 3,154,637
Accrued liabilities.....	2,616,520	-	-	84,221	2,700,741
Tax refunds payable.....	1,100,000	-	-	-	1,100,000
Liabilities due depositors.....	126,490	-	-	-	126,490
Other liabilities.....	580,081	-	-	23,973	604,054
Deferred revenues.....	46,510,402	-	-	4,229,876	50,740,278
Notes payable.....	-	10,000,000	10,500,000	-	20,500,000
TOTAL LIABILITIES.....	52,171,021	10,366,659	10,517,199	5,871,321	78,926,200
FUND BALANCES:					
Reserved for:					
Encumbrances and continuing appropriations.....	14,035,659	-	-	-	14,035,659
Loans.....	-	-	-	659,904	659,904
Perpetual permanent funds.....	-	-	-	560,498	560,498
Unreserved:					
Designated for subsequent year's expenditures.....	7,007,026	-	-	-	7,007,026
Undesignated, reported in:					
General fund.....	13,974,732	-	-	-	13,974,732
Special revenue funds.....	-	-	-	14,377,014	14,377,014
Capital projects funds.....	-	(1,255,094)	(10,134,822)	1,780,530	(9,609,386)
Permanent funds.....	-	-	-	3,439,346	3,439,346
TOTAL FUND BALANCES.....	35,017,417	(1,255,094)	(10,134,822)	20,817,292	44,444,793
TOTAL LIABILITIES AND FUND BALANCES.....	\$ 87,188,438	\$ 9,111,565	\$ 382,377	\$ 26,688,613	\$ 123,370,993

See notes to basic financial statements.

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2002

	General	Lawrence School & Longwood Playground Renovations	Baker School Renovations	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Real estate and personal property taxes, net of tax refunds.....	\$ 103,837,326	\$ -	\$ -	\$ -	\$ 103,837,326
Motor vehicle and other excise taxes.....	5,441,096	-	-	-	5,441,096
Charges for services.....	3,663,959	-	-	-	3,663,959
Payments in lieu of taxes.....	1,715,102	-	-	-	1,715,102
Licenses and permits.....	3,201,509	-	-	-	3,201,509
Fines and forfeitures.....	3,163,989	-	-	-	3,163,989
Intergovernmental.....	25,352,930	-	-	10,806,411	36,159,341
Departmental and other.....	434,029	-	40,002	7,032,012	7,506,043
Contributions.....	-	-	-	1,097,524	1,097,524
Investment income.....	1,434,113	-	-	(40,568)	1,393,545
TOTAL REVENUES.....	148,244,053	-	40,002	18,895,379	167,179,434
EXPENDITURES:					
Current:					
General government.....	5,981,733	-	-	249,621	6,231,354
Public safety.....	28,586,873	-	-	5,919,199	34,506,072
Education.....	50,415,400	833,826	409,403	10,346,627	62,005,256
Public works.....	14,398,014	-	-	739,832	15,137,846
Community and economic development.....	-	-	-	1,815,790	1,815,790
Human services.....	1,870,735	-	-	236,964	2,107,699
Leisure services.....	4,249,148	-	-	8,603,989	12,853,137
Pension benefits.....	14,453,126	-	-	-	14,453,126
Fringe benefits.....	14,255,291	-	-	-	14,255,291
State and county charges.....	5,741,060	-	-	-	5,741,060
Debt service:					
Principal.....	5,516,000	-	-	-	5,516,000
Interest.....	4,271,172	-	-	-	4,271,172
TOTAL EXPENDITURES.....	149,738,552	833,826	409,403	27,912,022	178,893,803
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(1,494,499)	(833,826)	(369,401)	(9,016,643)	(11,714,369)
OTHER FINANCING SOURCES (USES):					
Proceeds from bonds and notes.....	-	-	-	3,727,000	3,727,000
Premium from issuance of bonds.....	265,770	-	-	-	265,770
Operating transfers in.....	3,782,550	-	-	1,236,500	5,019,050
Operating transfers out.....	(1,235,000)	-	-	(1,574,810)	(2,809,810)
TOTAL OTHER FINANCING SOURCES (USES).....	2,813,320	-	-	3,388,690	6,202,010
NET CHANGE IN FUND BALANCES.....	1,318,821	(833,826)	(369,401)	(5,627,953)	(5,512,359)
FUND BALANCES AT BEGINNING OF YEAR.....	33,698,596	(421,268)	(9,765,421)	26,445,245	49,957,152
FUND BALANCES AT END OF YEAR.....	\$ 35,017,417	\$ (1,255,094)	\$ (10,134,822)	\$ 20,817,292	\$ 44,444,793

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET ASSETS**

FISCAL YEAR ENDED JUNE 30, 2002

Total governmental fund balances.....	\$ 44,444,793
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	80,465,692
Accounts receivable are not available to pay for current-period expenditures and, therefore, are deferred in the funds.....	50,740,278
Internal service funds are used by management to account for liability, health insurance and workers' compensation activities.	
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net assets.....	2,332,906
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(939,310)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Bonds and notes payable.....	(75,071,000)
Landfill closure.....	(8,890,000)
Compensated absences.....	(5,526,142)
Net effect of reporting long-term liabilities.....	<u>(89,487,142)</u>
Net assets of governmental activities.....	<u>\$ 87,557,217</u>

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES**

FISCAL YEAR ENDED JUNE 30, 2002

Net change in fund balances - total governmental funds.....		\$ (5,512,359)
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay.....	17,269,235	
Depreciation expense.....	<u>(7,648,193)</u>	
Net effect of reporting capital assets.....		9,621,042
<p>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in deferred revenue.....</p>		
		(767,548)
<p>The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities.</p>		
Proceeds from bonds and notes.....	(3,727,000)	
Landfill closure.....	(3,263,000)	
Debt service principal payments.....	<u>5,516,000</u>	
Net effect of reporting long-term debt.....		(1,474,000)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>		
Net change in compensated absences accrual.....	166,420	
Net change in accrued interest on long-term debt.....	<u>56,475</u>	
Net effect of recording long-term liabilities and amortizing deferred losses.....		222,895
<p>Internal service funds are used by management to account for liability, health insurance and workers' compensation activities.</p>		
The net activity of internal service funds is reported with Governmental Activities.....		<u>1,661,656</u>
Change in net assets of governmental activities.....		<u>\$ 3,751,686</u>

See notes to basic financial statements.

GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

FISCAL YEAR ENDED JUNE 30, 2002

	Budgeted Amounts		Actual	Variance
	Original	Final	Budgetary	
	Budget	Budget	Amounts	Over/(Under)
REVENUES:				
Real estate and personal property taxes, net of tax refunds.....	\$ 102,057,314	\$ 102,057,314	\$ 103,690,844	\$ 1,633,530
Motor vehicle and other excise taxes.....	4,800,000	4,800,000	5,441,096	641,096
Charges for services.....	3,627,125	3,627,125	3,663,959	36,834
Payments in lieu of taxes.....	973,000	973,000	1,715,102	742,102
Licenses and permits.....	3,045,000	3,045,000	3,201,509	156,509
Fines and forfeitures.....	2,575,000	2,575,000	3,163,989	588,989
Intergovernmental.....	18,648,231	18,648,231	18,980,930	332,699
Departmental and other.....	200,000	200,000	434,029	234,029
Investment income.....	1,967,782	1,967,782	1,434,113	(533,669)
TOTAL REVENUES.....	137,893,452	137,893,452	141,725,571	3,832,119
EXPENDITURES:				
Current:				
General government.....	5,840,096	6,242,783	5,981,733	261,050
Public safety.....	33,808,368	34,508,709	28,586,873	5,921,836
Education.....	51,260,329	51,260,329	50,415,400	844,929
Public works.....	15,274,317	15,182,999	14,398,014	784,985
Human services.....	1,816,437	1,923,644	1,870,735	52,909
Leisure services.....	4,128,169	4,251,312	4,249,148	2,164
Pension benefits.....	8,675,712	8,675,712	8,081,126	594,586
Employee benefits.....	13,820,536	14,211,786	14,255,291	(43,505)
Other.....	2,989,549	1,421,720	-	1,421,720
State and county charges.....	5,811,083	5,811,083	5,741,060	70,023
Debt service:				
Principal.....	5,607,850	5,607,850	5,516,000	91,850
Interest.....	4,875,154	4,875,154	4,271,172	603,982
TOTAL EXPENDITURES.....	153,907,600	153,973,081	143,366,552	10,606,529
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES.....	(16,014,148)	(16,079,629)	(1,640,981)	14,438,648
OTHER FINANCING SOURCES (USES):				
Premium from issuance of bonds.....	-	-	265,770	265,770
Operating transfers in.....	4,049,082	3,782,550	3,782,550	-
Operating transfers out.....	(1,235,000)	(1,235,000)	(1,235,000)	-
TOTAL OTHER FINANCING SOURCES (USES).....	2,814,082	2,547,550	2,813,320	265,770
NET CHANGE IN FUND BALANCE.....	(13,200,066)	(13,532,079)	1,172,339	14,704,418
BUDGETARY FUND BALANCE, Beginning of year.....	34,618,498	34,618,498	34,618,498	-
BUDGETARY FUND BALANCE, End of year.....	\$ 21,418,432	\$ 21,086,419	\$ 35,790,837	\$ 14,704,418

See notes to basic financial statements.

**PROPRIETARY FUNDS
STATEMENT OF NET ASSETS**

JUNE 30, 2002

	Business-type Activities - Enterprise Funds			
	Water & Sewer	Golf Course	Total	Governmental Activities - Internal Service Funds
ASSETS				
CURRENT:				
Cash and short-term investments.....	\$ 2,913,388	\$ 500,210	\$ 3,413,598	\$ 5,735,934
Receivables, net of allowance for uncollectibles:				
Water and sewer fees.....	4,950,957	-	4,950,957	-
Internal balances.....	-	(500,000)	(500,000)	-
Other assets.....	-	-	-	875,500
Total current assets.....	7,864,345	210	7,864,555	6,611,434
NONCURRENT:				
Capital assets, net of accumulated depreciation.....	33,671,175	1,858,864	35,530,039	-
Total noncurrent assets.....	33,671,175	1,858,864	35,530,039	-
TOTAL ASSETS.....	41,535,520	1,859,074	43,394,594	6,611,434
LIABILITIES				
CURRENT:				
Warrants payable.....	1,610	8,217	9,827	8,832
Accrued liabilities.....	17,971	14,527	32,498	96,630
Health claims payable.....	-	-	-	1,672,989
Accrued interest.....	214,194	9,565	223,759	-
Other liabilities.....	-	-	-	205,077
Compensated absences.....	120,303	6,600	126,903	-
Workers' compensation.....	-	-	-	1,168,000
Bonds and notes payable.....	1,925,518	135,000	2,060,518	-
Total current liabilities.....	2,279,596	173,909	2,453,505	3,151,528
NONCURRENT:				
Compensated absences.....	108,780	6,000	114,780	-
Workers' compensation.....	-	-	-	1,127,000
Bonds and notes payable.....	18,046,518	1,260,000	19,306,518	-
Total noncurrent liabilities.....	18,155,298	1,266,000	19,421,298	1,127,000
TOTAL LIABILITIES.....	20,434,894	1,439,909	21,874,803	4,278,528
NET ASSETS				
Invested in capital assets, net of related debt.....	13,699,139	463,864	14,163,003	-
Unrestricted.....	7,401,487	(44,699)	7,356,788	2,332,906
TOTAL NET ASSETS.....	\$ 21,100,626	\$ 419,165	\$ 21,519,791	\$ 2,332,906

See notes to basic financial statements.

PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2002

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
OPERATING REVENUES:				
Employee contributions	\$ -	\$ -	\$ -	\$ 3,326,856
Employer contributions	-	-	-	9,392,642
Charges for services	18,680,282	1,205,364	19,885,646	-
Other	-	-	-	608,678
TOTAL OPERATING REVENUES	18,680,282	1,205,364	19,885,646	13,328,176
OPERATING EXPENSES:				
Cost of services and administration	13,599,635	778,197	14,377,832	-
Depreciation	1,061,639	56,110	1,117,749	-
Building insurance	-	-	-	944,000
Employee benefits	-	-	-	10,812,705
TOTAL OPERATING EXPENSES	14,661,274	834,307	15,495,581	11,756,705
OPERATING INCOME (LOSS)	4,019,008	371,057	4,390,065	1,571,471
NONOPERATING REVENUES (EXPENSES):				
Investment income	3,517	-	3,517	90,185
Interest expense	(917,207)	(30,382)	(947,589)	-
Intergovernmental	29,858	-	29,858	-
TOTAL NONOPERATING REVENUES (EXPENSES), NET	(883,832)	(30,382)	(914,214)	90,185
INCOME (LOSS) BEFORE OPERATING TRANSFERS	3,135,176	340,675	3,475,851	1,661,656
OPERATING TRANSFERS:				
Transfers out	(1,925,350)	(283,890)	(2,209,240)	-
TOTAL OPERATING TRANSFERS	(1,925,350)	(283,890)	(2,209,240)	-
CHANGE IN NET ASSETS	1,209,826	56,785	1,266,611	1,661,656
NET ASSETS AT BEGINNING OF YEAR	19,890,800	362,380	20,253,180	671,250
NET ASSETS AT END OF YEAR	\$ 21,100,626	\$ 419,165	\$ 21,519,791	\$ 2,332,906

See notes to basic financial statements.

**PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS**

FISCAL YEAR ENDED JUNE 30, 2002

	Business-type Activities - Enterprise Funds			Governmental Activities - Internal Service Funds
	Water & Sewer	Golf Course	Total	
CASH FLOWS FROM OPERATING ACTIVITIES:				
Receipts from customers and users.....	\$ 21,080,835	\$ 1,205,364	\$ 22,286,199	\$ -
Receipts from interfund services provided.....	-	-	-	12,452,676
Payments to vendors.....	(11,886,390)	(630,562)	(12,516,952)	-
Payments to employees.....	(1,686,664)	(215,835)	(1,902,499)	(12,250,113)
NET CASH FROM OPERATING ACTIVITIES.....	7,507,781	358,967	7,866,748	202,563
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
Transfers out.....	(1,925,350)	(283,890)	(2,209,240)	-
Intergovernmental subsidy.....	29,858	-	29,858	-
NET CASH FROM NONCAPITAL FINANCING ACTIVITIES.....	(1,895,492)	(283,890)	(2,179,382)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Proceeds from the issuance of bonds and notes.....	2,300,000	880,000	3,180,000	-
Acquisition and construction of capital assets.....	(2,138,006)	(909,939)	(3,047,945)	-
Principal payments on bonds and notes.....	(1,937,518)	(75,000)	(2,012,518)	-
Interest expense.....	(926,894)	(39,947)	(966,841)	-
NET CASH FROM CAPITAL AND RELATED FINANCING ACTIVITIES.....	(2,702,418)	(144,886)	(2,847,304)	-
CASH FLOWS FROM INVESTING ACTIVITIES:				
Investment income.....	3,517	-	3,517	90,185
NET CASH FROM INVESTING ACTIVITIES.....	3,517	-	3,517	90,185
NET CHANGE IN CASH AND SHORT-TERM INVESTMENTS.....	2,913,388	(69,809)	2,843,579	292,748
CASH AND SHORT-TERM INVESTMENTS AT BEGINNING OF YEAR.....	-	570,019	570,019	5,443,186
CASH AND SHORT-TERM INVESTMENTS AT END OF YEAR.....	\$ 2,913,388	\$ 500,210	\$ 3,413,598	\$ 5,735,934
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH FROM OPERATING ACTIVITIES:				
Operating income (loss).....	\$ 4,019,008	\$ 371,057	\$ 4,390,065	\$ 1,571,471
Adjustments to reconcile operating income (loss) to net cash from operating activities:				
Depreciation.....	1,061,639	56,110	1,117,749	-
Changes in assets and liabilities:				
User fees.....	2,404,866	-	2,404,866	-
Other assets.....	-	-	-	(875,500)
Warrants payable.....	1,610	(104,866)	(103,256)	(29,027)
Accrued liabilities.....	17,971	14,501	32,472	96,630
Health claims payable.....	-	-	-	692,989
Accrued interest.....	9,687	9,565	19,252	-
Accrued compensated absences.....	(7,000)	12,600	5,600	-
Workers' compensation.....	-	-	-	(1,254,000)
Total adjustments.....	3,488,773	(12,090)	3,476,683	(1,368,908)
NET CASH FROM OPERATING ACTIVITIES.....	\$ 7,507,781	\$ 358,967	\$ 7,866,748	\$ 202,563

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET ASSETS

JUNE 30, 2002

	Pension Trust Fund (as of December 31, 2001)	Private Purpose Trust Funds	Agency Funds
ASSETS			
CURRENT:			
Cash and short-term investments.....	\$ 12,631,733	\$ 1,481,387	\$ (67,296)
Investments.....	150,275,987	1,911,885	-
Interest and dividends.....	753,937	-	-
Receivables, net of allowance for uncollectibles:			
Departmental and other.....	668,710	-	72,330
TOTAL ASSETS.....	164,330,367	3,393,272	5,034
LIABILITIES			
Warrants payable.....	8,616,416	900	5,034
Accrued liabilities.....	-	148,018	-
TOTAL LIABILITIES.....	8,616,416	148,918	5,034
NET ASSETS			
Held in trust for pension benefits and other purposes.....	\$ 155,713,951	\$ 3,244,354	\$ -

See notes to basic financial statements.

FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS

FISCAL YEAR ENDED JUNE 30, 2002

	Pension Trust Fund (as of December 31, 2001)	Private Purpose Trust Funds
ADDITIONS:		
Contributions:		
Employer.....	\$ 8,522,000	\$ -
Employee.....	3,506,987	-
Private donations.....	-	160,723
Total contributions.....	12,028,987	160,723
Net investment income (loss):		
Net change in fair value of investments.....	(6,017,535)	-
Investment and dividends.....	4,537,398	(13,837)
Total investment income (loss).....	(1,480,137)	(13,837)
Less: investment expense.....	(304,223)	-
Net investment income (loss).....	(1,784,360)	(13,837)
Intergovernmental.....	794,080	-
Transfers from other systems.....	399,010	-
TOTAL ADDITIONS.....	11,437,717	146,886
DEDUCTIONS:		
Administration.....	341,267	-
Transfers to other systems.....	1,142,494	-
Retirement benefits and refunds.....	14,291,429	-
Educational scholarships.....	-	137,563
TOTAL DEDUCTIONS.....	15,775,190	137,563
CHANGE IN NET ASSETS.....	(4,337,473)	9,323
NET ASSETS AT BEGINNING OF YEAR.....	160,051,424	3,235,031
NET ASSETS AT END OF YEAR.....	\$ 155,713,951	\$ 3,244,354

See notes to basic financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the Town of Brookline, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

A. Reporting Entity

The Town was founded in 1630 as a part of Boston and was incorporated in 1705 under the Statutes of the Commonwealth of Massachusetts. The Town operates under a representative Town Meeting form of government and provides the following services to the residents of its community: administrative, public safety, public works, education, community development, water and sewer, health, elder and recreation.

The Town of Brookline is a municipal corporation that is governed by an elected Board of Selectmen.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. One entity has been included as a component unit in the reporting entity, because of the significance of its operational and/or financial relationship.

Blended Component Units – Blended component units are entities that are legally separate from the Town, but are so related that they are, in substance, the same as the Town or entities providing services entirely or almost entirely for the benefit of the Town. The following component unit is blended within the primary government:

In the Fiduciary Funds:

- (1) The Brookline Contributory Retirement System (the System) was established to provide retirement benefits to Town employees, the Brookline Housing Authority employees, and their beneficiaries. The System is governed by a five-member board comprised of the Town Comptroller (ex-officio), an appointee of the Board, two members elected by the System's participants and one member appointed by the other four Board members. The System is presented using the accrual basis of accounting and is reported as a Pension Trust Fund in the fiduciary fund financial statements.

Availability of Financial Information for Component Units

The System did not issue a separate audited financial statement. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth of Massachusetts' (Commonwealth) Public Employee Retirement Administration Commission (PERAC). That report may be obtained by contacting the System located at Brookline Town Hall.

Joint Ventures – The Town is a member of the Massachusetts Water Resources Authority (MWRA), a joint venture with other Massachusetts governmental entities that was organized to provide water and sewer services to the respective members' Cities, Towns and Districts. Complete financial statements for the MWRA can be obtained directly from their administrative office located at 100 First Avenue, Boston, Massachusetts 02189.

The Town is also a member of the Massachusetts Bay Transportation Authority (MBTA), a joint venture with other Massachusetts governmental entities that was organized to provide public transportation services to the

respective members' Cities, Towns and Districts. Complete financial statements for the MBTA can be obtained directly from their administrative office located at 10 Park Plaza, Boston, Massachusetts 02116.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.

- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of interfund activity has been removed from the government-wide financial statements. Exceptions are charges between the general fund and enterprise funds. Elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *Baker School Renovation Fund and Lawrence School and Longwood Playground Renovation Fund capital projects funds* are used to account for financial resources to expand and upgrade the school facilities and related playground.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for the proceeds of specific revenue sources (other than permanent funds or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds).

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following major proprietary funds are reported:

The *water & sewer enterprise fund* is used to account for the water and sewer activities.

The *Golf enterprise fund* is used to account for the Town's golf course activities.

Additionally, the following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. This fund is used to account for risk financing activities related to health insurance, workers' compensation and municipal building insurance.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *pension trust fund* is used to account for the activities of the System, which accumulates resources to provide pension benefits to eligible retirees and their beneficiaries.

The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

The *agency fund* is used to account for assets held in a purely custodial capacity.

Government-Wide and Fund Financial Statements

For the government-wide financial statements, and proprietary and fiduciary fund accounting, all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or prior to November 30, 1989, are applied, unless those pronouncements conflict with or contradict GASB pronouncements.

D. Cash and Investments***Government-Wide and Fund Financial Statements***

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

E. Accounts Receivable***Government-Wide and Fund Financial Statements***

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

Real Estate, Personal Property Taxes and Tax Liens

Real estate and personal property taxes are levied and based on values assessed on January 1st of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1st, November 1st, February 1st and May 1st and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year of the levy.

Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Motor Vehicle Excise

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the fiscal year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

Refuse

Refuse fees are levied monthly for each type of property that utilizes the collection service and are based upon a third party waste collection contract. Refuse fees are recorded receivables in the fiscal year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Water & Sewer

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed annually and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the fiscal year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Departmental and Other

Departmental and other receivables consist primarily of police and fire details and are recorded as receivables in the fiscal year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

Intergovernmental

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

Loans

The Department of Community and Economic Development administers loan programs that provide housing assistance to residents and capital needs assistance for small businesses. Upon issuance, a receivable is recorded for the principal amount of the loan.

The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

F. Inventories

Government-Wide and Fund Financial Statements

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

G. Restricted Assets

Certain assets of the enterprise fund are classified as restricted if their use is restricted by contract covenants.

H. Capital Assets

Government-Wide and Proprietary Fund Financial Statements

Capital assets, which include land, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government-wide financial statements, and the proprietary fund financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value at the date of donation. Except for the capital assets of the governmental activities column in the government-wide financial statements, construction period interest is capitalized on constructed capital assets.

All purchases and construction costs in excess of \$15,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

<u>Capital Asset Type</u>	<u>Estimated Useful Life (in years)</u>
Land improvements.....	5-50
Buildings.....	5-50
Machinery and equipment.....	3-20
Infrastructure.....	10-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the fiscal year of the purchase.

I. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

Government-Wide Financial Statements

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net assets as "internal balances".

The general fund has provided a long-term loan to the golf enterprise fund and these balances are included in the statement of net assets as "internal balances".

Fund Financial Statements

Transactions of a buyer/seller nature between and within funds are *not* eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

The general fund has provided a long-term loan to the golf enterprise fund and these balances are included in the fund statements as "Due from other funds" or "Due to other funds".

J. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as operating transfers in and operating transfers out.

Government-Wide Financial Statements

Operating transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net assets. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net".

Fund Financial Statements

Operating transfers between and within funds are *not* eliminated from the individual fund statements and are reported as operating transfers in and operating transfers out.

K. Deferred Revenue

Deferred revenue at the governmental fund financial statement level represents billed receivables that do not meet the available criterion in accordance with the current financial resources measurement focus and the modified accrual basis of accounting. In addition, property taken by the Town through the foreclosure process is recorded as an asset and deferred revenue. Deferred revenue is recognized as revenue in the conversion to the government-wide (full accrual) financial statements.

L. Net Assets and Fund Equity*Government-Wide Financial Statements (Net Assets)*

Net assets are reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net assets have been "restricted for" the following:

"Capital projects" represents amounts restricted for capital purposes.

"Loans" represents community development outstanding loans receivable balances.

"Permanent funds - expendable" represents amounts held in trust for which the expenditures are restricted by various trust agreements.

"Permanent funds - nonexpendable" represents amounts held in trust for which only investment earnings may be expended.

Fund Financial Statements (Fund Balances)

Fund balances are reserved for amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use. Designations of fund balance represent tentative management plans that are subject to change.

Fund balances have been "reserved for" the following:

"Encumbrances and continuing appropriations" represents amounts obligated under purchase orders, contracts and other commitments for expenditures that are being carried over to the ensuing fiscal year.

"Loans" represents community development outstanding loans receivable balances.

"Perpetual permanent funds" represents amounts held in trust for which only investment earnings may be expended.

Fund balances have been "designated for" the following:

"Subsequent year's expenditures" represents amounts appropriated for the fiscal year 2003 operating budget.

M. Long-term debt

Government-Wide and Proprietary Fund Financial Statements

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net assets. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable material bond premium or discount.

Governmental Fund Financial Statements

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

N. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from the golf enterprise fund is voluntarily assigned and transferred to the general fund. The water & sewer and internal service funds retain their investment income.

O. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

Government-Wide and Proprietary Fund Financial Statements

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

Governmental Fund Financial Statements

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities.

P. Post Retirement Benefits

Government-Wide and Fund Financial Statements

In addition to providing pension benefits, health and life insurance coverage is provided for retired employees and their survivors in accordance with MGL, Chapter 32, on a pay-as-you-go basis. The cost of providing health and life insurance is recognized by recording the employer's 75% share of insurance premiums in the general fund in the fiscal year paid. For the fiscal year ended June 30, 2002, this expense/expenditure totaled approximately \$3,236,000. There were 1,257 participants eligible to receive benefits at June 30, 2002.

Q. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

R. Total Column*Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

Fund Financial Statements

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITYA. Budgetary Information

Municipal Law requires the Town to adopt a balanced budget that is approved at the Annual Town Meeting. The Advisory Committee presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. Expenditures are budgeted for each department by four major appropriation units, which are personal services, expenses, debt service and capital outlay that are mandated by Municipal Law. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Amendments to the originally adopted budget and transfers between departments require the approval of Town Meeting. Transfers between appropriation units within a department (except for the School Department and Library) require the approval of the Town Administrator, and are subject to certain restrictions that may require authorization from the Board and Advisory Committee. Expenditures within the appropriation of the School Department are not restricted. Transfers between Library appropriation units require the approval of the Board of Library Trustees.

The majority of appropriations are non-continuing which lapse at the end of each fiscal year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior fiscal year be carried forward and made available for spending in the current fiscal year. These carry forwards are included as part of the subsequent fiscal year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the payment of debt service is statutorily required, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by two-thirds majority vote of Town Meeting.

An annual budget is adopted for the general fund in conformity with the guidelines described above. The Office of the Comptroller has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

B. Budgetary - GAAP Reconciliation

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30, 2002, is presented below:

Excess of revenues and other financing sources (uses) over expenditures - budgetary basis.....	\$ 1,172,339
<u>Basis of accounting differences:</u>	
Recognition of revenue based on available criteria.....	386,482
Tax refunds payable.....	<u>(240,000)</u>
Excess of revenues and other financing sources (uses) over expenditures - GAAP basis.....	<u>\$ 1,318,821</u>

C. Individual Fund Deficits

At year-end several individual fund deficits exist in the Special Revenue Fund that will be funded through grants and available fund balances in the next fiscal year.

At year-end several individual fund deficits exist in the Capital Projects Fund due to the fact long-term bonds have not been issued to permanently fund the expenditures. The Town expects to fund these deficits by issuing permanent debt in the next fiscal year.

NOTE 3 - CASH AND INVESTMENTS

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-term Investments". The deposits and investments of the pension trust fund are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (the Pool). In addition, there are various restrictions limiting the amount and length of deposits and investments.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the position in the Pool is the same as the value of the Pool shares.

Short-term investments and investments are classified as to collateral risk into the following three categories:

- Category 1: Insured or registered, or securities held by the Town or its agent in the Town's name.
- Category 2: Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Town's name.
- Category 3: Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not in the Town's name.

At fiscal year-end, the carrying amount of deposits totaled \$19,730,229 and the bank balance totaled \$22,845,931. Of the bank balance, \$758,241 was covered by Federal Depository Insurance and \$22,087,690 was uninsured and uncollateralized.

At December 31, 2001, the carrying amount of deposits for the System totaled \$680,254 and the bank balance of \$720,463 was covered by Federal Depository Insurance.

The following details the carrying amount of cash and short-term investments and investments as reported in the basic financial statements at June 30, 2002:

	Cash and Short-term Investments	Investments	Total
<i>Cash balances (excluding the System) at June 30, 2002:</i>			
Checking, savings and NOW accounts.....	\$ 9,126,574	\$ -	\$ 9,126,574
Certificates of deposit.....	209,502	-	209,502
Money market deposits.....	<u>10,394,153</u>	<u>-</u>	<u>10,394,153</u>
Total carrying amount of cash.....	<u>19,730,229</u>	<u>-</u>	<u>19,730,229</u>
<i>Investments not subject to categorization:</i>			
MMDT.....	59,627,267	-	59,627,267
<i>Investments subject to categorization (Category 3):</i>			
U.S. government securities.....	-	931,016	931,016
Equity securities.....	-	3,582,671	3,582,671
Fixed income securities.....	<u>-</u>	<u>251,715</u>	<u>251,715</u>
Total investments.....	<u>59,627,267</u>	<u>4,765,402</u>	<u>64,392,669</u>
Total cash and short-term investments and investments of the Town at June 30, 2002.....	<u>79,357,496</u>	<u>4,765,402</u>	<u>84,122,898</u>
<i>System cash balances at December 31, 2001:</i>			
Checking, savings and NOW accounts.....	81,540	-	81,540
Money market deposits.....	<u>598,714</u>	<u>-</u>	<u>598,714</u>
Total carrying amount of cash.....	<u>680,254</u>	<u>-</u>	<u>680,254</u>
<i>Investments not subject to categorization:</i>			
Real estate investments.....	-	243,017	243,017
Money market mutual funds.....	11,951,479	-	11,951,479
<i>Investments subject to categorization (Category 3):</i>			
Equity securities.....	-	74,883,327	74,883,327
Fixed income securities.....	-	61,634,502	61,634,502
International securities.....	<u>-</u>	<u>13,515,141</u>	<u>13,515,141</u>
Total investments.....	<u>11,951,479</u>	<u>150,275,987</u>	<u>162,227,466</u>
Total cash and short-term investments and investments of the System at December 31, 2001.....	<u>12,631,733</u>	<u>150,275,987</u>	<u>162,907,720</u>
<i>Total cash and short-term investments and investments as reported on the combined balance sheet.....</i>	<u>\$ 91,989,229</u>	<u>\$ 155,041,389</u>	<u>\$ 247,030,618</u>

NOTE 4 – RECEIVABLES

At June 30, 2002, receivables for the individual major governmental funds and non-major internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

GOVERNMENTAL, INTERNAL SERVICE AND FIDUCIARY FUNDS RECEIVABLES

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Real estate and personal property taxes.....	\$ 970,706	\$ -	\$ 970,706
Tax liens.....	335,707	-	335,707
Motor vehicle and other excise taxes.....	1,651,009	(1,333,000)	318,009
User fees.....	159,168	-	159,168
Departmental and other.....	1,822,964	(115,000)	1,707,964
Intergovernmental.....	47,333,931	-	47,333,931
Loans.....	659,904	-	659,904
Total.....	\$ 52,933,389	\$ (1,448,000)	\$ 51,485,389

At June 30, 2002, receivables for the water and sewer enterprise funds consist of the following:

ENTERPRISE FUND RECEIVABLES

	Gross Amount	Allowance for Uncollectibles	Net Amount
<u>Receivables:</u>			
Water and sewer fees.....	\$ 4,950,957	\$ -	\$ 4,950,957

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of *deferred revenue* reported in the governmental funds were as follows:

COMPONENTS OF DEFERRED REVENUE

	General Fund	Other Governmental Funds	Total
<u>Receivable type:</u>			
Real estate and personal property taxes.....	\$ 776,497	\$ -	\$ 776,497
Departmental.....	849,916	412,715	1,262,631
Motor vehicle and other excise.....	318,009	-	318,009
Trash fees.....	165,868	-	165,868
Due from Enterprise.....	500,000	-	500,000
Tax foreclosure.....	50,362	-	50,362
Intergovernmental.....	43,849,750	3,817,161	47,666,911
Total.....	\$ 46,510,402	\$ 4,229,876	\$ 50,740,278

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2002, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
<u>Capital assets being depreciated:</u>				
Land improvements.....	\$ 11,173,848	\$ 1,974,605	\$ -	\$ 13,148,453
Buildings.....	170,865,054	10,239,269	-	181,104,323
Machinery and equipment.....	15,920,725	2,123,254	-	18,043,979
Infrastructure.....	10,081,205	2,932,107	-	13,013,312
Total capital assets being depreciated.....	208,040,832	17,269,235	-	225,310,067
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(3,629,087)	(458,385)	-	(4,087,472)
Buildings.....	(121,488,379)	(4,722,734)	-	(126,211,113)
Machinery and equipment.....	(8,232,771)	(1,808,638)	-	(10,041,409)
Infrastructure.....	(3,845,944)	(658,436)	-	(4,504,380)
Total accumulated depreciation.....	(137,196,181)	(7,648,193)	-	(144,844,374)
Total governmental activities capital assets, net.....	\$ 70,844,651	\$ 9,621,042	\$ -	\$ 80,465,693
Water & Sewer Activities:				
<u>Capital assets being depreciated:</u>				
Buildings.....	\$ 2,441,626	\$ 7,485	\$ -	\$ 2,449,111
Machinery and equipment.....	1,301,457	-	-	1,301,457
Infrastructure.....	39,838,156	2,130,521	-	41,968,677
Total capital assets being depreciated.....	43,581,239	2,138,006	-	45,719,245
<u>Less accumulated depreciation for:</u>				
Buildings.....	(484,380)	(60,984)	-	(545,364)
Machinery and equipment.....	(492,763)	(144,999)	-	(637,762)
Infrastructure.....	(10,009,288)	(855,656)	-	(10,864,944)
Total accumulated depreciation.....	(10,986,431)	(1,061,639)	-	(12,048,070)
Total capital assets being depreciated, net.....	\$ 32,594,808	\$ 1,076,367	\$ -	\$ 33,671,175

	Beginning Balance	Increases	Decreases	Ending Balance
Golf Course Activities:				
<u>Capital assets being depreciated:</u>				
Land improvements.....	\$ 641,844	\$ -	\$ -	\$ 641,844
Buildings.....	474,086	903,939	-	1,378,025
Total capital assets being depreciated.....	1,115,930	903,939	-	2,019,869
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(26,751)	(21,395)	-	(48,146)
Buildings.....	(78,145)	(34,715)	-	(112,860)
Total accumulated depreciation.....	(104,896)	(56,110)	-	(161,006)
Total capital assets being depreciated, net.....	\$ 1,011,034	\$ 847,829	\$ -	\$ 1,858,863

NOTE 6 – SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund and enterprise funds.

Details related to the short-term debt activity for the fiscal year ended June 30, 2002, is as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2001	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2002
BAN	School Remodeling.....	3.5	05/15/03	\$ 10,500,000	\$ 15,500,000	\$ 10,500,000	\$ 15,500,000
BAN	School Remodeling.....	2.5	05/15/03	-	5,000,000	-	5,000,000
				\$ 10,500,000	\$ 20,500,000	\$ 10,500,000	\$ 20,500,000

NOTE 7 - LONG-TERM DEBT

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 2 1/2% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit". In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit".

Details related to the outstanding indebtedness at June 30, 2002, and the debt service requirements are as follows:

GOVERNMENTAL FUNDS

Project	Interest Rate (%)	Outstanding at June 30, 2001	Issued	Redeemed	Outstanding at June 30, 2002
<i>Inside Debt Limit</i>					
Schools.....	3.79-6.38	\$ 9,542,000	\$ -	\$ 1,436,000	\$ 8,106,000
General Government.....	3.74-5.90	15,280,000	3,727,000	1,629,000	17,378,000
Departmental Equipment.....	3.74-5.51	518,000	-	236,000	282,000
Athletic and recreational facilities.....	3.74-6.38	1,255,000	-	230,000	1,025,000
Sub-total.....		<u>26,595,000</u>	<u>3,727,000</u>	<u>3,531,000</u>	<u>26,791,000</u>
<i>Outside Debt Limit</i>					
Schools.....	5.33 - 5.35	<u>50,265,000</u>	<u>-</u>	<u>1,985,000</u>	<u>48,280,000</u>
Sub-Total.....		<u>50,265,000</u>	<u>-</u>	<u>1,985,000</u>	<u>48,280,000</u>
Total Government Bonds and Notes Payable.....		<u>76,860,000</u>	<u>3,727,000</u>	<u>5,516,000</u>	<u>75,071,000</u>

ENTERPRISE FUNDS***Inside Debt Limit***

Golf Course Enterprise Fund.....	3.90-5.15	590,000	880,000	75,000	1,395,000
Water Enterprise Fund.....	3.90-6.63	15,169,554	300,000	1,552,518	13,917,036
Sewer Enterprise Fund.....	3.90-5.28	4,440,000	2,000,000	385,000	6,055,000
Sub-Total.....		<u>20,199,554</u>	<u>3,180,000</u>	<u>2,012,518</u>	<u>21,367,036</u>
Total Bonds and Notes Payable.....		<u>\$ 97,059,554</u>	<u>\$ 6,907,000</u>	<u>\$ 7,528,518</u>	<u>\$ 96,438,036</u>

Debt service requirements for principal and interest for Governmental bonds payable in future fiscal years are as follows:

GOVERNMENTAL FUNDS, DEBT SERVICE PAYMENTS

Fiscal Year	Principal	Interest	Total
2003.....	\$ 5,802,000	\$ 3,791,823	\$ 9,593,823
2004.....	5,384,000	3,526,626	8,910,626
2005.....	4,998,000	3,269,611	8,267,611
2006.....	4,958,000	3,029,104	7,987,104
2007.....	4,803,000	2,788,225	7,591,225
2008.....	4,551,000	2,556,387	7,107,387
2009.....	4,390,000	2,331,234	6,721,234
2010.....	4,495,000	2,110,990	6,605,990
2011.....	4,250,000	1,885,153	6,135,153
2012.....	3,995,000	1,677,290	5,672,290
2013.....	3,635,000	1,475,648	5,110,648
2014.....	3,195,000	1,286,840	4,481,840
2015.....	3,335,000	1,106,295	4,441,295
2016.....	3,320,000	917,383	4,237,383
2017.....	3,475,000	743,843	4,218,843
2018.....	3,445,000	558,154	4,003,154
2019.....	3,430,000	373,888	3,803,888
2020.....	3,610,000	189,525	3,799,525
Totals.....	\$ 75,071,000	\$ 33,618,017	\$ 108,689,017

ENTERPRISE FUNDS, DEBT SERVICE PAYMENTS

Fiscal Year	Principal	Interest	Total
2003.....	\$ 2,060,518	\$ 988,763	\$ 3,049,281
2004.....	1,991,518	902,723	2,894,241
2005.....	1,852,000	817,555	2,669,555
2006.....	1,872,000	730,519	2,602,519
2007.....	1,632,000	648,196	2,280,196
2008.....	1,414,000	577,762	1,991,762
2009.....	1,280,000	513,921	1,793,921
2010.....	1,285,000	454,695	1,739,695
2011.....	1,290,000	394,553	1,684,553
2012.....	1,140,000	334,995	1,474,995
2013.....	1,100,000	280,390	1,380,390
2014.....	1,065,000	226,110	1,291,110
2015.....	805,000	172,273	977,273
2016.....	805,000	131,213	936,213
2017.....	805,000	91,218	896,218
2018.....	470,000	50,780	520,780
2019.....	250,000	26,563	276,563
2020.....	250,000	13,125	263,125
Totals.....	\$ 21,367,036	\$ 7,355,352	\$ 28,722,388

The Commonwealth has approved school construction assistance. The assistance program, which is administered by the School Building Assistance Bureau, provides resources for future debt service of general obligation school bonds outstanding. During fiscal year 2002, approximately \$ 3,117,000 of such assistance was received. Approximately \$59,674,000 will be received in future fiscal years. Of this amount, \$15,824,250 represents reimbursement of long-term interest costs, and approximately \$43,849,750 represents reimbursement of approved construction costs. Accordingly, a \$43,849,750 intergovernmental receivable and corresponding deferred revenue have been reported in governmental fund financial statements. The deferred revenue has been recognized as revenue in the conversion to the government-wide financial statements.

In order to take advantage of favorable interest rates the Town issued \$10,170,000 of General Obligation Refunding Bonds at interest rate between 2.75% and 3.70% on July 15, 2002. The Town has decreased its aggregate debt service payments by approximately \$925,000 and will experience an economic gain of approximately \$782,000. The proceeds were used to retire \$9,950,000 in callable bonds, pay a premium of \$185,000 and pay various issuance costs. This transaction has not been recorded in these financial statements as it occurred subsequent to year-end.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2002, the Town had the following authorized and unissued debt:

<u>Purpose</u>	<u>Amount</u>
Baker school remodeling	\$ 9,750,000
Lawrence school plans.....	935,000
Driscoll HVAC.....	900,000
Wastewater systems.....	4,000,000
Putterham golf course.....	1,976,000
Lawrence school	16,140,000
Storm drain Improvements.....	1,000,000
Library renovations.....	8,412,000
Driscoll school.....	<u>375,000</u>
Total.....	<u>\$ 43,488,000</u>

Changes in Long-term Liabilities

During the fiscal year ended June 30, 2002, the following changes occurred in long-term liabilities:

	<u>Balance June 30, 2001</u>	<u>Bonds and Notes Issued</u>	<u>Bonds and Notes Redeemed</u>	<u>Other Net Increase (Decrease)</u>	<u>Balance June 30, 2002</u>
Long-Term Bonds and Notes.....	\$ 97,059,554	\$ 6,907,000	\$ (7,528,518)	\$ -	\$ 96,438,036
Retiree Health Insurance.....	980,000	-	-	620,000	1,600,000
Workers' Compensation.....	3,549,000	-	-	(1,254,000)	2,295,000
Compensated Absences.....	5,862,000	-	-	-	5,862,000
Landfill Closure.....	<u>5,627,000</u>	<u>-</u>	<u>-</u>	<u>3,263,000</u>	<u>8,890,000</u>
Total.....	<u>\$ 113,077,554</u>	<u>\$ 6,907,000</u>	<u>\$ (7,528,518)</u>	<u>\$ 2,629,000</u>	<u>\$ 115,085,036</u>

Internal service funds predominantly serve the governmental funds. Accordingly, the internal service fund's long term liabilities are included as part of the governmental activities totals above. At fiscal year end, \$3,895,000 of internal service funds accrued liabilities is included above. Except for the amounts related to the internal service funds and a portion of the bonds, the governmental activities long-term liabilities are generally liquidated by the general fund.

NOTE 8 – RISK FINANCING

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance.

The Town is self-insured for its health, workers' compensation and municipal building insurance activities. These activities are accounted for in the internal service fund where revenues are recorded when earned and expenses are recorded when the liability is incurred.

(a) Health Insurance

The estimate of Incurred But Not Reported (IBNR) claims based on a two month claims paid average. The Town purchases individual stop loss insurance for claims in excess of the coverage provided by the Town in the amount of \$300,000.

At June 30, 2002, the amount of the liability for health insurance claims totaled \$1,600,000. This liability is the best estimate based on available information. Changes in the reported liability since July 1, 2001, are as follows:

Health Insurance

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2001.....	\$ 711,000	\$ 10,216,655	\$ (9,947,655)	\$ 980,000
Fiscal Year 2002.....	980,000	10,938,011	(10,318,011)	1,600,000

(b) Workers' Compensation

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town purchases individual stop loss insurance for claims in excess of the coverage provided by the Town in the amount of \$300,000. The estimated future workers' compensation liability is based on history and injury type.

At June 30, 2002, the amount of the liability for workers' compensation claims totaled \$2,295,000. Changes in the reported liability since July 1, 2001, are as follows:

Workers' Compensation

	Balance at Beginning of Fiscal Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Fiscal Year-End
Fiscal Year 2001.....	\$ 1,744,000	\$ 2,944,293	\$ (1,139,293)	\$ 3,549,000
Fiscal Year 2002.....	3,549,000	249,275	(1,503,275)	2,295,000

NOTE 9 - PENSION PLAN

Plan Description - The Town contributes to the System, a cost-sharing multiple-employer defined benefit pension plan administered by the Brookline Contributory Retirement Board. Substantially all employees are members of the System, except for public school teachers and certain administrators who are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. Pension benefits and administrative expenses paid by the Teachers Retirement Board are the legal responsibility of the Commonwealth. The amount of these on-behalf payments totaled approximately \$6,372,000 for the fiscal year ended June 30, 2002, and, accordingly, are reported in the general fund as intergovernmental revenues and pension expenditures.

The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the MGL assigns authority to establish and amend benefit provisions of the plan. Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Brookline Contributory Retirement Board and are borne by the System. The System issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth's PERAC. That report may be obtained by contacting the System located at Brookline Town Hall, 333 Washington Street, Brookline, Massachusetts 02146.

Funding Policy - Plan members are required to contribute to the System at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. Administrative expenses are funded through investment earnings. The current and two preceding fiscal years apportionment of the annual pension cost between the two employers required the Town to contribute approximately 97%, of the total. Chapter 32 of the MGL governs the contributions of plan members and the Town.

Annual Pension Cost - The Town contributions to the System for the fiscal years ended June 30, 2002, 2001, and 2000 were approximately \$8,000,000 each year, which equaled its required contribution for each fiscal year. At June 30, 2002, the Town did not have a net pension obligation. The required contribution was determined as part of an actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included an 8.0% investment rate of return and projected salary increases of 5.5% per year. The actuarial value of the System's assets was determined using the fair value of the assets. The System's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll. The remaining amortization period at January 1, 2002, was 21 years.

Schedule of Funding Progress (Dollar amounts in thousands)

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
1/1/00	\$ 160,984	\$ 217,964	\$ 56,980	73.9%	\$ 43,029	132.4%
1/1/98	121,604	192,306	70,702	63.2%	40,150	176.1%
1/1/96	93,286	156,258	62,972	59.7%	36,686	171.7%

Funding progress is reported based on the biennial actuarial valuation performed by the System, and is being accumulated on a biennial basis. The Town is responsible for approximately 97% of the unfunded liability.

Noncontributory Retirement Allowance – The Town pays the entire retirement allowance for certain retirees who are eligible for noncontributory benefits and are not members of the System. The general fund expenditure for fiscal year 2002 totaled approximately \$240,000.

NOTE 10 - LANDFILL CLOSURE COSTS

State and federal laws and regulations require the Town to close its old landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site after closure. The Town operated a solid waste landfill that ceased operations in 1972. The Town has reflected \$8,890,000 as the estimate of the landfill closure liability at June 30, 2002. This amount is based on estimates of what it would cost to perform all future closure and post closure care in fiscal year 2002. Actual costs may be higher due to inflation, changes in technology, or changes in regulations.

NOTE 11 – INTERFUND LOAN

On June 12, 2001, The General Fund issued an interest free note in the amount of \$500,000 to Putterham Meadows Golf Club Enterprise Fund to meet projected and capital expenses. The note is payable at \$25,000 per year, due on July 1 of each year beginning on July 1, 2002.

NOTE 12 - COMMITMENTS

The Town has entered into a long-term contract with Arthur Schofield, Inc. to direct the acceptable waste it collects to a transfer station. The Town is charged a flat rate per ton that is subject to increase annually. There are no minimum tonnage requirements that the Town must comply with.

The Town has entered into a long-term contract with Browning Ferris Industries to provide recycling services. The Town is charged a flat rate of \$73.10 per ton of acceptable waste collected and hauled. There are no minimum tonnage requirements that the Town must comply with.

The School Department has entered into an agreement with Laidlaw Transit, Inc. to provide for the transportation of its students. The contract bears an annual cost of approximately \$850,000 and expires August 31, 2002.

The Town has entered into, or is planning to enter into, contracts totaling approximately \$50,000,000 for the remodeling/renovations of the Baker, Lawrence and Driscoll schools, the upgrading and replacing of water meters, renovations to the Main library and renovations of the Putterham golf course.

NOTE 13 - CONTINGENCIES

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 2002, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2002, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2002.

NOTE 14 – IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS

During fiscal year 2002, the following GASB pronouncements were implemented:

- Statement #34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*
- Statement #37, *Basic Financial Statements – and Management’s Discussion and Analysis - for State and Local Governments; Omnibus*
- Statement #38, *Certain Financial Statement Note Disclosures*

The pronouncements identified above are all related to the new financial reporting requirements as defined in Statement #34. Fiscal year 2002 is the required implementation date. The most significant changes required by the new financial reporting standards are as follows:

- Management's discussion and analysis.
- Basic financial statements, which include:
 - Government-wide financial statements, prepared using the economic resources measurement focus and the accrual basis of accounting.
 - Fund financial statements, consisting of a series of statements that focus on major governmental and enterprise funds.
 - Schedules to reconcile the fund financial statements to the government-wide financial statements.
 - Notes to the basic financial statements.

As a result of implementing these pronouncements, the following restatements have been made to beginning fund balances and net assets:

Fund Financial Statements

The following beginning fund equity has been restated to reflect the change in focus of reporting from generic fund types to major funds:

Description	6/30/01 Previously Reported Balances	Reclass to Other Funds	Establish Enterprise Fund	Adjustments	6/30/2001 Restated Balances
General Fund.....	\$ 32,731,903	\$ 966,693	\$ -	\$ -	\$ 33,698,596
Special Revenue Fund.....	7,126,835	(7,126,835)	-	-	-
Capital Projects Fund.....	2,851,176	(2,851,176)	-	-	-
Expendable Trust Fund.....	7,701,568	(7,701,568)	-	-	-
Nonexpendable Trust Fund.....	5,949,737	(5,949,737)	-	-	-
Golf Enterprise Fund.....	(87,566)	-	-	449,946	362,380
Internal Service Fund.....	671,250	-	-	-	671,250
Pension Trust Fund.....	155,842,423	-	-	4,209,001	160,051,424
Stabilization Fund.....	-	3,724,408	-	-	3,724,408
Lawrence School & Lawrence Playground Renovations.....	-	(421,268)	-	-	(421,268)
Baker School Renovations.....	-	(9,765,421)	-	-	(9,765,421)
Nonmajor Governmental Funds.....	-	22,720,837	-	-	22,720,837
Water & Sewer Enterprise Fund.....	-	3,169,036	16,444,559	-	19,613,595
Private Purpose Trust Fund.....	-	3,235,031	-	-	3,235,031
Total.....	\$ 212,787,326	\$ -	\$ 16,444,559	\$ 4,658,947	\$ 233,890,832

In fiscal year 2002, the Town established a Water & Sewer Enterprise Fund. The beginning fund equity was established through a combination of reassigning various capital projects funds, recording receivables on the full accrual basis of accounting, recognizing capital assets net of accumulated depreciation and recording long and short-term liabilities within that fund.

The adjustment for the Golf Enterprise Fund relates to the Town completing a comprehensive review of its capital assets as part of the GASB #34 implementation and locating additional capital assets. The adjustment to the Pension Trust Fund relates to the implementation of GASB Statement #33, Accounting and Financial Reporting for Nonexchange Transactions in fiscal year 2002.

Future Implementation of GASB Pronouncements

During fiscal year 2002, the GASB issued Statement #39, Determining Whether Certain Organizations are Component Units, an Amendment of GASB Statement #14, which is required to be implemented during fiscal year 2004. The Town has yet to determine if this pronouncement will significantly impact the basic financial statements.

THIS BOOK IS FOR USE IN
THE LIBRARY BUILDING ONLY

MAIN LIBRARY
BROOKLINE PUBLIC LIBRARY
361 Washington Street
Brookline, MA 02445

3 1712 01366 6725



